

MEMORANDUM.

Though this edition is issued pending the approval of Government, yet Commanding Officers will be held responsible that these regulations and orders of His Highness the Nizam's Regular Force are strictly observed.

AFSUR-UL-MULK, LT. COL., C.I.E., A.D.C.,

COMMANDING H. H. THE NIZAM'S

REGULAR FORCE.

THE
REGULATIONS
AND
ORDERS
FOR
HIS HIGHNESS THE NIZAM'S
REGULAR FORCE.



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NOTE.



As some typographical or other errors may have occurred in publication, it is requested, that, should any be discovered, they may be pointed out in writing to the Chief of the Staff, in view to the necessary corrections being made to these regulations.

ARMY REGULATIONS.

H. H. THE NIZAM'S REGULAR FORCE.

SECTION I.—PRECEDENCE, COLOURS AND FLAGS.

Sec. I.

I.—Precedence of Corps. II.—Colours and Flags.

I.

I. - Precedence of Corps.

1. The order of precedence of regiments is as follows :—

African Cavalry Guard.

Artillery.

Regiments of Lancers, according to their numerical order.

Regiments of Infantry, according to their numerical order.

2. It is, however, to be understood that on parade, corps are to be distributed and drawn up in the mode in which the Commander or other officer commanding may judge most convenient and best adapted to the purposes of the service.

II. - Colours and Flags.

3. Drum Banners are *not* carried in drill order, or on the line of march, or when regiments are employed on outpost duty, but only in review order.

Drum Banners.

4. The colours of Infantry are to be of silk, the dimensions to be 3 feet 9 inches flying and 3 feet deep on the pike, exclusive of the gold fringe.

Colours of Infantry.

Sec. I.

Precedence, Colours and Flags.

II.

II.—Colours and Flags.

which is to be 2 inches in depth : the length of the pike including the thaj to be 8 feet $7\frac{1}{2}$ inches : the cords and tassels to be crimson and gold mixed.

Circar colour. The first colour of every regiment is to be the Royal or Circar colour, which is to be made of yellow (chrome No 3) silk with strips of green satin, edged white, measuring four and a half inches and seven eighths of an inch respectively in breadth ; these two strips will be six and a half inches from the upper and lower edges of the colour.

Above the upper one, will be an inscription in silver embroidery, in Urdu character, “ Ul Uzmat-ullah,” and below the lower one “ Yah Mahboob.”

In the centre of the colour and on a disc of white satin, $12\frac{7}{8}$ inches in diameter, including the gold embroidered edge of a quarter of an inch in width, will be a shield of yellow satin $7\frac{3}{4}$ " \times $6\frac{3}{4}$ " with gold embroidery, with the following inscription worked in silver on it in Urdu character, “ Nizam-ul-Mulk Asaf Jah,” surmounted with His Highness' thaj also of satin of the same shade as the shield, viz., chrome No. 3, with the “ Kalgee ” of bullion fringe. The disc to be half an inch from the inner edges of the upper and lower strips.

The thaj at the head of the pike to be gilt with “ Kalgee ” of bullion fringe, on an electroplated disc, resting on a fluted gilt column.

Precedence, Colours and Flags.

Sec. I.

II.

II.—Colours and Flags—*contd.*

The second or regimental colour is to be of the colour of the facings of the regiment, fringed with gold two inches in depth. In the centre of the colour, within an oakleaf wreath, will be a garter, with the words "Regiment, Infantry" and the number of the regiment in Roman character, with a scroll below, giving the motto of the regiment, all worked in gold embroidery, the whole to be surmounted with the Royal Thaj.

Regimental
colour.

The ornament at the head of the pike will be His Highness' crest—the Tiger rampant, above a gilt shield with an electroplated Chuppatie in the centre.

The whole resting on a gilt fluted column.

The cords and tassels will be the same as those for the Royal or Circar colour.

5. No addition to, or alteration of, the colours of infantry, is to be made without the special sanction of His Highness the Nizam.

Additions and
alterations.

6. Application for new colours for infantry is to be made to the Divisional Quarter Master.

New colours.

7. The colours of infantry are to be lodged in their quarter-guards; when used on parade, they should, as a rule, be carried by the two senior Jemadars.

Colours to be
lodged in
the quarter
guard.

Sec. I.

Precedence, Colours and Flags.

II.

II.—Colours and Flags—*contd.*

Colours when
cased and
when un-
cased, &c.

8. When troops are employed as guards-of-honour, or on duty at durbars, levées, drawing-rooms, funerals of officers, and when parading in review order, colours will be *uncased*. In marching order, colours will be *cased*. In drill and field day order, colours will *not* be taken on parade unless specially ordered.

When colours are ordered out for parades in drill and field day order, they will be *cased*, unless otherwise ordered. Officers commanding regiments will exercise their discretion in taking out colours at regimental parades or drills; but no substitute for them is to be used.

Saluting
flag.

9. The saluting flag of the division is to be of silk, of the same pattern as the Royal or Circar colour.

The dimensions to be nine feet flying, and seven feet nine inches deep on the pike, without a fringe.

The length of the pike including the thaj is 16 feet by 6 inches. No cords or tassels; adornments to be in proportion with size as follows :—

Green stripes	...	1 foot 1 inch broad.
White ,,	...	inch ,,
Distance between upper and lower strip	...	2 feet 4 inches.
Distance of stripes from upper and lower edges of colour	...	1 foot 6 inches.

 Precedence, Colours and Flags.

Sec. I.

 II.

 II.—Colours and Flags—*concl'd.*

Dimensions of disc set
with thaj and shield ... 1 foot 8 inches.

with “Nizam-ul-Mulk Asaf Jah” in Urdu character
“Uzmatullah” and “Yah Mahboob” in Urdu
character on upper and lower spaces of colour,
respectively.

10. The flags for the division flagstaff are to be of the same pattern as the Circular colour, but of the following dimensions :—

Daily use ... 6 feet \times 3 feet.

Special occasions ... 12 feet \times 6 feet.

 Flags for
flagstaff.

Sec. II.

Honours and Salutes.

I.

SECTION II.—HONOURS AND SALUTES.

I.—Honours. | II.—Military Funerals.

III.—Artillery Salutes.

I.—Honours

His High-
ness the
Nizam and
family.

1. His Highness the Nizam's Force is on all occasions to receive it's Sovereign with the highest honors, viz., with a Royal salute which consists of 21 guns ; standards and colours lowered ; officers saluting and bands playing the anthem. Guards mounted over His Highness' palace pay no compliments except to members of His Highness' family.

When troops pay the prescribed honours to His Highness the Nizam, the anthem is to be played throughout ; and when they pay those honours to other members of His Highness' family, the 1st portion only will be played.

Foreign Sov-
ereigns and
Princes.

2. Foreign crowned Heads and members of foreign Royal families are to be received with the honours due to them, but their national Hymn is, when practicable, to be played.

Viceroy.

3. The Viceroy and Governor-General in India is to be received with a Royal salute ; standards and colours lowered ; officers saluting ; and bands playing "God save the King."

Honours and Salutes.

Sec II.

I.—Honours—*contd.*

I.

4. The Honorable the Resident at His Highness' Court is to be received with a general salute in the following manner, *viz.*—

The Resident.

By the mounted branches of the service :—

With swords drawn, officers saluting, and trumpets sounding the “flourish.”

By dismounted corps :—

Officers saluting, arms presented, and bands playing the first part of a slow march. In corps not having bands, the trumpets or bugles will sound the “flourish,” and the drums ~~with~~ beat a ruffle.

5. The Commander is to be received by the troops under his command with a general salute in the following manner, *viz.*—

The Commander.

By the mounted branches of the service :—

With swords drawn, officers saluting, and trumpets sounding the “flourish.”

By dismounted corps :—

Officers saluting, arms presented, and bands playing the first part of a slow march. In corps not having bands, the trumpets or bugles will sound the “flourish” and the drums will beat a ruffle.

6. Captains commanding regiments and officers commanding garrisons, camps or stations will be

Staff and commanding officers.

Sec. II.

Honours and Salutes.

I.

1.—Honours—*contd.*

received by the troops under their command with the complimentary honours due to the rank one degree higher than that which they actually hold.

Similar compliments will be paid by garrison and regimental guards to the Chief of the Staff and Principal Medical Officer, if not below the rank of captain.

Officers.

7. Officers are always to salute their seniors on parade or duty when reporting themselves or making a report to them. The same rule is to be observed by staff officers when delivering an order. Officers in uniform, staff and regimental, when saluting, are not to take off their helmets or caps, but are to salute with the right hand—when their swords are drawn, with the sword—in the manner laid down in the “Field Exercise.”

Commissioned officers are always to return the salute of a sub-commissioned warrant or non-commissioned officer or soldier, except when their swords are drawn. A salute made to two or more officers should be returned only by the senior.

8. Sub-commissioned officers, non-commissioned officers, including warrant officers and soldiers, are to be instructed to salute all Commissioned officers whom they know to be such, whether dressed in uniform or not, but are never to remove their head-dress in saluting. Non-commissioned officers and soldiers

Honours and Salutes.

Sec. II.

I.

I.—Honours—*contd.*

are to salute their sub-commissioned officers. A soldier, if standing still when an officer passes, will turn towards him, come to attention, and salute. When a soldier addresses an officer, he will salute and halt two paces from him. When walking, soldiers will salute an officer as they pass him. When a soldier appears before an officer in a room, he is to salute without removing his head-dress. A soldier without his head-dress, or who is carrying anything that prevents him from saluting properly, will, if standing still, come to "attention" as the officer passes: if walking, will turn his head slightly towards the officer in passing him. When individual soldiers meet a column of troops on the march, they are to salute the commanding officer and the colours in passing. Non-commissioned officers in command of parties, whether armed or unarmed, are on all occasions to pay the proper compliments when passing officers in uniform.

9. It is the duty of non-commissioned officers and soldiers, at all times and in all situations, to pay the proper compliments to members of His Highness' Government and all officers of the British Resident's staff.

Saluting
officers other
than reg-
imental.

(Guards of Honour, &c.)

10. A guard of honour, as a general rule, of ^{Guards} 100 rank and file with a captain in command, two ^{non-com.} subaltern officers, the Circle colour, a proportion

Sec. II.

Honours and Salutes.

I.

I.—Honours—*contd.*

of non-commissioned officers and the regimental band, will attend:—

(I) Upon His Highness the Nizam and other Royal personages.

(II) At State ceremonials.

11. Similar guards of honour but with two officers and the regimental colour will attend upon the Resident and distinguished personages other than those mentioned in paragraph 10.

Guards to pay compliments.

12. Guards, including guards of honour, mounted over the person of His Highness the Nizam or other Royal personages, will pay no compliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with shouldered arms

13. If a guard or an escort marching on a road meets His Highness the Nizam, or His Excellency the Prime Minister, or the Military Minister, or the Commander, or any other officer entitled to a general salute, the guard or escort should form up quickly on one side of the road, and give the general salute, present arms, without opening order and fixing bayonets.

Two regiments meeting on the march.

14. When two corps or armed parties meet on the march, they are to be called to attention and pass each other with shouldered arms, swords drawn, bayonets fixed and bands playing.

Honours and Salutes.

Sec. II.

I.

I.—Honours—*contd*

15. No officer, who is not dressed in uniform, is Officers. entitled to the compliment of a guard turning out.

16. Colours are at all times, if uncased, to be Colours passing a guard saluted with the highest honours, *viz*, arms presented, the trumpets or bugles sounding a flourish, and the drums beating a ruffle. When, after a parade, the colours are being removed to the officers' mess-room or other place of deposit, they After parade. should be invariably accompanied by an escort from the corps, which will pay them the customary honours.

17. When the Commander in uniform, or persons entitled to a salute, pass in rear of a guard, Officers passing in rear or during relief of a guard. the officer in command is to cause his men to fall in and stand with shouldered arms, turned to their proper front; but no drum is to beat or bugle to sound. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the senior officer present.

18. Guards are to get under arms at all times Approach of armed or unarmed parties. when armed parties approach their posts, and stand with shouldered arms. To armed corps,* guards and sentries will "present." Guards are not to pay compliments between the sounding of the

* By the expression "armed corps" is meant a regiment of cavalry, a battery of artillery with its guns, a battalion of infantry with or without colours.

Sec. II.

Honours and Salutes.

I.

I.—Honours—contd.

“retreat” and the “reveille.” Guards need not turn out to unarmed parties. A mounted party, armed, will draw and carry swords to *all* guards turning out to it.

Sentries
saluting.

19. The general rule for sentries saluting is to halt, front, and “present arms” to general and field officers, to all parties commanded by an officer, and to guards commanded by a non-commissioned officer, and “shoulder” to officers of inferior rank. Sentries mounted over a Royal palace, or furnished from a Royal guard, are to be instructed to “present arms” only to members of the Royal family or to an armed corps; on officers of whatever rank in uniform passing their posts, they will stand with shouldered arms. In the same manner, sentries furnished from guards over the residences of the Viceroy will not present arms to persons of inferior rank.

Sentries over
general
officers’
quarters.

20. Sentries mounted over the quarters of a general officer are to be instructed to pay the compliment of “presenting arms” to general officers only; to officers below that rank, sentries are to stand with shouldered arms.

(Ceremonial parades.)

His Highness
the Nizam’s
birthday.

21. The following will be the ‘order of parade’ on the occasion of the celebration of His Highness the Nizam’s birthday—

Honours and Salutes.

Sec. II.

I.I.—Honours—*contd.*

The troops will be drawn up in line; bayonets will not be fixed, artillery in action on the right, or, if more than one battery is present, on both flanks.

When the Commander (or other Commanding Officer) arrives on the ground, artillery (not in action) and cavalry will carry swords, and infantry will “shoulder,” by order of their respective Commanding Officers. The Commander (or other Commanding Officer) will then take command of the parade, and give the words —

“The division (brigade, &c.) will fire a feu-de-joie,” on which, ranks will be opened, mounted officers of infantry battalions remaining in rear of the line, and the staff of infantry brigades will move to the rear, and take position behind the centre of their brigades, the Officer Commanding the parade and his staff, when other arms are also represented, remaining in his position in front of the line.

On the caution “Fire a feu-de-joie” artillery (not in action) and cavalry will slope swords.

On a signal from the Commander (or other Commanding Officer) the ‘Royal standard’ will be hoisted, and the artillery will fire:—

Seven guns before the first round, and seven guns before each of the other two rounds of the ‘feu-de-joie.’

Sec. II.

Honours and Salutes.

I.

I.—Honours—*contd.*

The executive words of command for the 'feu-de-joie,' viz., 'ready' and 'present,' will be given by regimental commanding officers. The time will be taken from the right, the officer commanding the right infantry battalion giving the words 'ready' 'present,' in sufficient time to admit of the infantry commencing immediately after the 7 guns, respectively.

The word 'commence' will be given by the officer commanding the right infantry battalion.

The bands of the infantry, massed in rear of the division or brigade, will play the first part of the anthem after the first round, the second part after the second round, and the whole anthem after the third round of the 'feu-de-joie.' Rifles will be kept at the 'present' after each round till the music has ceased.

The words of command 'cease fire,' 'order arms,' will be given by regimental commanding officers, when mounted officers will move to their places in front of the line.

The artillery (in action) will then limber up and move into line at order with the brigade.

The Commander (or other Commanding Officer) will then give the following cautions:—

"The Infantry will fix bayonets, and shoulder—Royal salute," (cavalry and artillery will 'carry

Honours and Salutes.

Sec. II.

I.

I.—Honours—concl'd.

swords,' infantry will 'present arms,' 'standards and colours' will be lowered, and the bands will play the whole of the anthem).

"The Infantry will shoulder,"—"The infantry will order" (artillery and cavalry return swords).

"Three cheers for His Highness the Nizam." At this caution all helmets will be taken off. The officer commanding the parade will give the time for the cheering.

The troops will then unfix bayonets, take close order, march past once in quick time, if ordered, and proceed direct to quarters, the day being observed as a holiday.

On the above occasions the Commander (or other Commanding officer) is not received with a salute, and does not pass down the line, but moves to his post as laid down in Infantry Drill, and takes part in the 'Royal salute.'

22. No person present is entitled to stand at the flagstaff (which should be enclosed on three sides with a rope enclosure) during the parade, or to receive the 'Royal salute.' The 'march past,' if ordered, will not form part of the parade in honour of His Highness the Nizam.

Flagstaff enclosure.

Sec. II.

Honours and Salutes.

II.

II.—Military Funerals.

Funerals.

23. Military funerals will be accorded to officers and soldiers buried within the cantonment, provided the garrison is sufficient. Military funerals are to be attended in accordance with the following table :—

Rank or corresponding rank.	Salute of guns	Rounds of small arms.	Troops to attend with due proportion of officers.
Brigadier General ...	9	3	1 battalion and 2 squadrons.
Captain Commandant	3	His own regiment or detachments, or equivalent there of.
Captain	3	300 rank and file under a captain.
2nd in Command	3	200 do. } under a lieutenant
Lieutenant (regimental staff)	3	100 do. }
Lieutenant or Sub lieutenant	3	40 do. under a lieutenant or sub lieutenant.
Warrant officer	3	25 rank and file under a sergeant
Sergeant	3	19 do.
All other grades	3	13 do.

24. The following appointments hold comparative rank to those given in the table above :—

STAFF.

Chief of the staff ... as Captain Commandant.

Division Quarter Master

Captain ... as Captain.

Division Quarter Master

Lieutenant ... as 2nd in Command.

Honours and Salutes.

Sec II.

I.

II.—Funerals—*contd.*

Garrison Riding Master

Captain ... as Captain.

Garrison Riding Master

Lieutenant ... as 2nd in Command.

Veterinary officer Cap-

tain ... as Captain.

,, Lieutenant. as 2nd in Command.

REGIMENTAL.

Commandant Artillery... as Captain Commandant.

Captain Commanding

Battery ... as Captain.

Lieutenant Commanding

Battery ... as 2nd in Command.

European staff serjeants.. as Warrant officers.

MEDICAL.

Principal Medical Officer as Captain Commandant.

Surgeon ... as Captain.

Senior Assistant Sur-

geon ... as 2nd in Command.

Assistant Surgeon ... as Lieutenant regimental staff.

25. Officers are not to be interred with military honours unless they are, at the time of their decease, on full pay or employed on the staff, or in

when entitled
to military
honours

Sec II.

Honours and Salutes.

II.

II. —Funerals— *contd.*

the exercise of some military command or office. No honours are to be paid officially at the funerals of other officers or of retired soldiers of any rank.

The pall.

26. The pall is to be supported by officers of the same rank with that of the deceased; if the attendance of a sufficient number of that rank cannot be obtained, officers next in seniority are to supply their places.

Gun carriages

27. Gun carriages for funerals will be furnished as follows:—

For a deceased commissioned officer, a gun carriage with the gun on it, and a complete team of horses under charge of a European serjeant major.

For deceased persons of other ranks, a gun carriage without the gun and one pair of horses only, under charge of a havildar or naique, according to the rank of deceased.

In the case of Mahomedan and other officers, no such arrangements will be necessary, from a religious point of view; but should the relations of such a deceased officer apply for a gun carriage, one should be furnished; this of course does not interfere with any arrangements the Commander may order on such an occasion.

Honours and Salutes.

Sec. II.

III.

III.—Artillery salutes.

28. The salute for His Highness the Nizam shall consist of twenty one guns. His Highness the Nizam.

29. As for other personages the salutes as laid down in the Indian Army Regulations for salutes in India will be followed. Other personages

30. As a general rule no salutes will be fired before seven o'clock in the morning nor after sunset in the evening. The same principle will apply to guards of honour and official receptions. In exceptional cases the course to be pursued will be determined by the officer commanding the garrison. Saluting hours

31. In firing salutes an interval of ten seconds is to be allowed between the rounds; should however the number of guns available for saluting be such as to render this interval unsafe, the officer in command will use his discretion in ordering longer intervals to be observed between the rounds. Interval between the rounds.

Sec. III.

Command, Rank, and Commissions.

I.

SECTION III.—COMMAND, RANK, AND COMMISSIONS.

I.—Command.

III.—Commissions.

II.—Rank.

IV.—Honorary Commissions.

I.—Command.

(Commander.)

Maintenance
of disci-
pline

1. It is by the zealous exertions and constant superintendence of the Commander of the Force or the Officer who may at any time be officiating for him, that the system of discipline essential to the efficiency, success and reputation of His Highness the Nizam's Regular Troops, is to be maintained.

Disposal of
troops.

2. The Commander is responsible, not only for the discipline of the troops, and their constant preparation for active service, but likewise in case of attack, for the immediate and advantageous disposal of every description of force placed under his control.

Competency
of officers
to be ascer-
tained.

3. It is incumbent on the Commander to ascertain that the officers under his command are well versed in their several duties and that they are competent, both from general intelligence and acquired local information, to render that assistance which, from the nature of their appointments, they are expected to afford.

Command, Rank, and Commissions.

Sec. III.

I.

I.—Command.—*contd.*

4. There is no part of the duty of the Commander more important than that of watching, with a view to ensure uniformity, the system pursued by the respective commanding officers of corps of all arms serving under his orders, in granting indulgences to the soldier, in awarding summary punishments, and especially in the adoption of measures for the prevention of crime. It is scarcely necessary to observe that discipline cannot be generally or effectually maintained if commanding officers are permitted to practise different systems to arrive at the same object

Uniformity
of regi-
mental
system.

(Inspections.)

5. It is essential to the good of the service, that the Minister should be made thoroughly acquainted with the actual state of every corps, as well with regard to its field exercise, as to its interior economy and good order, and that he should have, as far as possible, a personal knowledge of the merit and capacity of officers, and more especially of those in command of corps, of all arms, with the view to their being called forth on future occasions to situations of greater responsibility. The Commander is therefore required to inspect and report confidentially annually on every battery of artillery, every regiment of cavalry and on every regiment of infantry under his command.

Object of,
and period
for, inspec-
tions

Sec. III.

Command, Rank, and Commissions.

I.

I.—Command —*contd.*

Reports to be
based on
personal
observa-
tion.

6. The inspection reports are, as far as practicable, to be the result of continued intercourse and observation, and not to be confined to an inspection at any particular time. The Commander is therefore to make himself so conversant with the interior economy and actual state of every corps under his command, and so acquainted with the talents and exertions of every officer, that he may be enabled at any time to furnish, from his own personal knowledge and observation, any information which may be required on subjects connected with the corps.

Transmission
of reports

7. The inspection reports of the Commander are to be addressed to the Military Secretary to Government, who will lay them before the Minister.

Preparation
of confi-
dential
reports.

8. The following general instructions in drawing up confidential reports, it is considered, will be sufficient for the purpose, and the Commander is enjoined to be guided by them.

(a) The reports should be so drawn up as to furnish the Minister with those particulars relating to the officers of a regiment which should enable him with due discrimination to benefit the meritorious or to note the undeserving.

(b) It is not sufficient to state that a commanding officer has zeal, or that he

Command, Rank, and Commissions.

Sec. III.

I

I.—Command—*contd.*

maintains a well regulated discipline. Zeal may be unaccompanied by talent for command, and the system of discipline may have been established by others

(c) Amongst the officers there must be some superior to others and they should be specially brought to notice, and not all be classed in the same category.

(d) All matters of importance affecting the efficiency of the troops should be specially and decidedly reported upon, in a manner that shall place the Minister in full possession of the actual facts; and this can only be effected by the Commander entering into detail, and making fully, fearlessly, and conscientiously a report on every matter brought to his notice or coming under his actual observation, whether it be one requiring praise or censure.

9. On the inspection of a corps some of the commissioned officers will be called out to drill the regiment and some of the sub-commissioned officers to drill troops and companies. Testing officers-in-drill.

10. Care should be taken that every officer, non-commissioned officer, and man whose absence from parade is not absolutely indispensable, be All available men to attend inspection.

Sec. III

Command, Rank, and Commissions.

I.

I.—Command—*contd.*

required to attend at inspections, in order that it may be satisfactorily shown that the military efficiency of all ranks is properly maintained.

Dress and
appoint-
ment of
officers

11. With a view of effectually insuring uniformity and of protecting officers from unnecessary expense, the Commander is especially to direct his attention to the dress and appointments of officers ; and should he ascertain that any alterations or additions, not sanctioned by authority, have been introduced, he is to direct the evil to be remedied at once.

Clothing.

12. The Commander, when making his inspection, will notice that no unauthorized changes or additions of any description, have been made either in the clothing or appointments of commissioned, sub-commissioned, and non-commissioned officers, and men. Should any change or additions be noticed by him, he will direct the same to be rectified at the expense of the officer who made such change or additions.

Unanimity
among offi-
cers.

13. When unanimity and good understanding do not prevail in a regiment, the inspecting officer is to report on the subject, stating with whom the blame appears to rest, and what steps have been taken by the commanding officer, and superior local military authority, to restore harmony, and to bring about that state of good feeling among the

 Command, Rank, and Commissions.

Sec. III.

I.

I.—Command—*contd*

officers, which is so obviously essential to the reputation and well-being of every regiment.

14. The inspecting officer will report if the treasure chest accounts and deposits in regiments are regularly checked. Treasure chests.

15. The inspection report is to be considered strictly confidential, and the original copy should be completed in the handwriting of the inspecting officer. The copies may be made by the staff officer. The report should express the inspecting officer's own opinion upon the several subjects, based upon what has fallen under his own observation, or upon such information as he may obtain from the commanding officer of the regiment, or other competent sources. Inspection reports are confidential.

Command.

16. The function of command is to be exercised by the senior combatant officer, according to date of army rank, irrespective of the branch of the service to which he belongs. In case two commissions of the same date interfere, a retrospect is to be had to former commissions. When regiments or detachments of different corps are employed together on any duty, whether in camp, garrison, or quarters, each regiment and detachment will act under the immediate authority of its own commander, the several corps and detachments receive- Assumption of command by the senior combatant officer.

Sec. III.

Command, Rank, and Commissions.

I.

I.—Command—contd.

ing orders from, and being under the command of, the senior combatant officer present. When an officer of another regiment is ordered to do duty with a regiment, the commanding officer of the latter regiment will publish in regimental orders the duty or duties the officer is to perform.

Seniority alone gives no claim to appointments.

17. Seniority alone does not however confer the right of succession to commands of trust and importance. The most efficient officer available for such employment will be selected, and no officer who is not fully qualified for the discharge of the duties will be appointed.

Commands of regiments.

18. Commands of regiments will be given only to those officers who are qualified for such commands by temper and tact, as well as by knowledge, efficiency and experience in the service.

Officers in civil or departmental employment.

19. Officers of the Regular Force in civil or departmental employment, are not permitted to assume military command outside their departments, unless specially ordered to do so under the authority of the Commander.

Medical officers.

20. Officers of the medical service shall command dressers and medical subordinates and others doing duty in military hospitals as well as all patients in military hospitals: but otherwise they shall not hold any military command.

 Command, Rank, and Commissions.

Sec. III.

I.

I.—Command—concluded. II.—Rank.

21. Officers who give in the resignation of their commissions, or who apply to retire on a pension, are not in consequence to give over their command or quit their corps, until they receive permission from competent authority to do so; but officers subject to compulsory retirement should not be retained on regimental duty beyond the date on which the term of service necessitating such retirement, expires.

Officers
retiring.

II.—Rank.

22. Cadets who are probationers for the commissioned rank, cannot hold any military command.

Cadets.

23. The title of Commander is conferred upon the officer in substantive command of the division of the Regular Force, and in virtue of his position takes precedence of all officers in His Highness' Army.

Commander.

24. Officers employed on the divisional staff, if of the rank of captain, rank as Field Officers, but junior of that rank.

Divisional
staff officers.

25. Commandants of regiments from the nature of their duties take rank as Field Officers, but junior of that rank.

Command-
ants of regi-
ments.

26. Officers serving in a corps will take rank and precedence regimentally, according to their regimental grading.

Regimental
officers.

Sec. III.

Command, Rank, and Commissions.

III.

II.—Rank—*concl'd.* III.—Commissions.

Officers re-
linquishing
their com-
missions.

27. Officers relinquishing their commissions are not to be considered as retaining any rank in the service, either on account of such commissions or of any brevet commission they may have held, except in cases which may be exempted from this regulation by His Highness the Nizam's especial authority.

European
staff ser-
geants and
dressers.

28. European staff sergeants, and dressers will take rank as warrant officers.

Sub-com-
missioned
officers.

29. Risaldar-majors and subadar-majors take precedence of risaldars and subadars and all officers of corresponding rank. Risaldars and ressaidars rank with subadars of other arms, according to the dates of their commissions as ressaidars.

Non-com-
missioned
officers.

30. Duffadars rank with havildars according to date of appointment. Farrier and trumpet-majors of cavalry, and drum and fife and bugle-majors of infantry, rank as duffadars and havildars.

Position of
dressers
and com-
pounders.

31. Dressers rank below all sub-commissioned and above all non-commissioned officers. 1st class compounders rank as havildars, 2nd class as naiks and 3rd class as 1st class privates.

III.—Commissions.

Commission-
ed officers.

32. Officers of commissioned ranks will receive, on first appointment as sub-lieutenant, and for each rank, viz., lieutenant, captain, major, and

 Command, Rank, and Commissions.

Sec. III.

IV.

III.—Commissions—*conclud.* IV —Honorary Commissions.

colonel gained by them, a separate commission signed and sealed by His Highness the Nizam.

33. Officers of sub-commissioned ranks will receive, on appointment as jemadar, and for each rank, *viz.*, subadar and subadar-major obtained by them, a separate commission signed by the Prime Minister.

Sub commis-
sioned offi-
cers.

34. The warrant of warrant and European non-commissioned officers for the ranks they hold will be an extract of the General Order appointing them, and which will bear the signature of the Commander.

Warrant and
European
non-com-
missioned
officers

35. The commissions of all officers dismissed the service will be resumed by government, and the last commissions of those who are permitted to leave the service or to retire on a pension will have such permission recorded on the face of them and signed by the Prime Minister.

Officers dis-
missed or
retiring
from the
service.

IV.—Honorary Commissions.

36. The rules under which His Highness the Nizam will confer honorary commissions in His Highness' Regular Force are as follows:—

Honorary
commis-
sions.

1. In accordance with His Highness' Kanuncha published in 1302 Fasli, no honorary rank of sub-lieutenant or any higher rank will be conferred except by His Highness himself.

Sec. III.

Command, Rank, and Commissions.

IV.

IV.—Honorary Commissions—*contd.*

2. If His Highness confers upon any noble or respectable person any honorary rank in any regiment of His Highness' Regular Force, or in case of His Highness granting promotion to a higher rank, such grant or promotion will be notified in the Jarida and in General Orders of the military department.
3. An honorary commission will confer the prescribed military rank, but no honorary commissioned officer is entitled to any command in the troops, or to any pay, merely in virtue of his honorary commission.
4. Every honorary commissioned officer is authorized to wear the uniform of his rank and that of the regiment to which he is posted.
5. Honorary commissioned officers can, as the occasion demands, wear their regimental full dress and undress uniform when attending His Highness' palace, durbars, parties, and other public entertainments and public assemblies and at military functions, but it will not be compulsory on them to appear always in uniform, as the military officers do.

Command, Rank, and Commissions.

Sec. III.

IV.

IV.—Honorary Commissions—*contd.*

- 6 If an honorary commissioned officer, after joining the Regular Troops according to these rules, wishes to learn any drill, or to be instructed in riding, &c., the Commander will arrange to comply with his wishes; but the honorary commissioned officer will be bound to abide by military rules and to attend for instruction at the appointed hour and in uniform.
7. Honorary commissioned officers, in common with military officers, will become members of the military mess and of the military gymkhana, without ballot, and will be admitted as subscribers to the military mess and gymkhana, like military officers.
8. No court-martial or enquiry will be held in the case of honorary commissioned officers, as is done in case of paid military officers, for the maintenance of discipline; if any honorary commissioned officer commits any offence, or is guilty of any disgraceful conduct, or is seen in such society or assembly as does not become the dignity of a military officer, the Commander, in such cases, will submit a confidential report of the same to government. and whatever order His Highness may pass shall be carried out.

Sec. III.

Command, Rank, and Commissions.

IV.

IV.—Honorary Commissions—*contd.*

9. An honorary commissioned officer can, with the permission of the Commander, take part in His Highness' birthday parade, or in any other parade with his own regiment, provided he has gone through a course of instruction in riding, salutes, &c, and has passed the same, and is possessed of a certificate from the riding master. On such occasions, the position of the honorary commissioned officer in the line will be on the right of the regiment and to the left of the adjutant; and at the march past, in the middle of the officers of the 1st squadron, or behind the rear squadron to the left of the adjutant, at a distance of a horse's length. He, however, is not to assume any command.
10. On occasions of presentations, receptions, levees, &c., when military officers are presented to His Highness, they will be presented according to their rank, along with officers of their regiments.
11. After the names of the honorary commissioned officers are published in General Orders, as ordered in para 2, correct patterns of the uniform of their regiments, which will be according to regu-

Command, Rank, and Commissions.

Sec. III.

IV.IV.—Honorary Commissions—*contd.*

lation, will be forwarded to them by the divisional quarter master, for guidance.

Every honorary commissioned officer will prepare his uniform according to the pattern sent, but before using it, he will send it to the Commander for inspection and return, so that there may be no mistake, and if there be any mistake, that it may be corrected before the uniform is worn.

12. Honorary commissioned officers will have to bear in mind that they should not use their home dress with their military uniform, nor should they wear any article of their uniform with their home dress.

13. Every honorary commissioned officer will also have to furnish himself with a saddle and other accoutrements for his horse, according to military regulations, taking care that his horse accoutrements are similar to those of the officers of his regiment, as differences exist in different corps, not only in regard to the uniform of officers, but also in regard to the accoutrements of their horses.

Sec. III.Command, Rank, and Commissions.IV.IV.—Honorary Commissions—*concl'd.*

14. Honorary commissioned officers will use the military saddle and bridle when riding in uniform; when they are in full dress, the saddle and bridle should be full dress; and when they are in undress, the horse accoutrements should also be undress.
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Interior Economy.

Sec. IV.

I.

SECTION IV.—INTERIOR ECONOMY.

I.—Commissioned Officers.	IX.—Festivals.
II.—Sub-Commissioned Officers.	X.—Bands.
III.—Non-Commissioned Officers and Men.	XI.—Recruit and Pension boys.
IV.—Complaints.	XII.—Insanes.
V.—Miscellaneous.	XIII.—Enrolment, 'Attestation and Transfer.
VI.—Promotion and promotion rolls.	XIV.—Mess Rules.
VII.—Good conduct and Musicians' proficiency-classes.	XV.—Admission of Cadets.
VIII.—Treasure, Funds, Public moneys, &c.	XVI.—Language Examinations.

I.—Commissioned Officers.

1. A commanding officer is invested with ^{Authority of commanding officer.} authority which renders him responsible to His Highness the Nizam for the maintenance of discipline, order, and a proper system of economy in the corps, or portion of a corps, under his command. He is to exact from officers and men the most implicit obedience to regulations, and he is not only to enforce by command, but to encourage by example, the energetic discharge of duty, and the steady endurance of the difficulties and privations which are inseparable from military service.

Sec. IV.

Interior Economy.

I.

I.—Commissioned officers—*contd.*His authority
paramount.

2. A commanding officer's authority is paramount, whether on the parade, or in any other situation; he should give his best attention to promote a good understanding amongst the officers, by advice to the young and inexperienced, by timely interference to prevent disputes, and by taking immediate notice of any conduct likely to interrupt the harmony of the corps; he should explain to the officers, in the most forcible manner, the consequences of allowing themselves to be misled by erroneous notions, and false principles of honour, and he should encourage them, in the event of any dispute or difference arising, to make him the arbiter, as the person more immediately responsible for maintaining unblemished the honour and character of the corps; and his decision and disposal of the question should be considered as final.

Prevention of
gambling
and practical
jokes.

3. The commanding officer is to discountenance any disposition in his officers to gamble; he is also to use his utmost endeavour to check any approach amongst the younger officers to what are termed practical jokes; and whenever any serious case requiring his interference arises, he is to record the manner in which it was disposed of, and to submit the same for the information of the Commander at his next inspection.

Examination
of officers.

4. The commanding officer is to take frequent opportunities of personally examining the officers

Interior Economy.

Sec. IV.

I.

I.—Commissioned officers—*contd.*

upon every point connected with their duties in the field; as to their knowledge of Military Law—the “Regulations,”—the drill-books of their respective arms,—of the forms, principles, and practice of courts-martial;—of the interior economy of a troop, battery, or company.

5. It is the duty of a commanding officer to bring especially to the notice of the Commander at his inspection without favour or partiality any officers who may be distinguished for attention to, and proficiency in, their duties; as well as those who, from incapacity or habitual inattention, are deficient in knowledge of their duties, or show an indisposition to afford the commanding officer that support which he has a right to expect from them; or conduct themselves in a manner injurious to the efficiency and the credit of the corps.

6. An officer in temporary command of a corps is not to give out any standing orders, or to alter those issued by the commandant without a reference to him or to the Commander; on the other hand, the commandant, when absent from his corps, is not justified in issuing regimental orders.

7. The actual presence of the commanding officer of a regiment is necessary on all muster parades. Should he be on leave, or absent on duty, it is to be so stated against his name on the

Sec. IV.

Interior Economy.

I.

I—Commissioned officers—*contd.*

roll, and the next in command will superintend the muster and sign the necessary documents.

Promulgation
of orders.

8. Commanding officers are to cause every order and circular issued for general information and guidance either to be republished in regimental orders, or otherwise circulated throughout the corps ; and they are to afford all officers under their command every facility for becoming acquainted with current changes in the regulations and orders of the army. Ignorance of published orders will never be admitted as an excuse for their non-observance. All orders specially relating to the soldiers are to be read and explained to them immediately after such orders are received ; and those of an important nature are to be read to them on three successive parades. Every circumstance which in any way affects a soldier's pay or service is to be published in regimental orders, immediately after its occurrence, for the information of all concerned.

Communica-
tion with
junior offi-
cers.

9. Commanding officers should not, unless it seems indispensably necessary, have recourse to written and official communications with their junior officers through the adjutant, but should call before them any officer whose conduct is unsatisfactory, and make known their disapprobation to him by word of mouth.

Interior Economy.

Sec IV.

I.

I.—Commissioned officers—*contd.*

10. Officers commanding corps are required to conform strictly to all orders issued by superior authority, and they will be held responsible for any omission to carry out the instructions therein contained.

To conform strictly to orders.

11. The commandant, or, in his absence, the officer commanding the regiment, is the trustee of all regimental funds. *See also sub-section VII.*

Trustee of regimental funds.

12. Officers are personally responsible for all public property placed under their charge, and the government will enforce this responsibility in all cases of loss of public property entrusted to their charge, unless they can show in the clearest manner that due care had been taken for its safe custody, and that the loss occurred through circumstances altogether beyond their control. No officer can refuse the charge of public property, of whatever description, when required to receive it.

Responsibility for Government property.

13. All officers, holding commissions or warrants, and in whatever situation employed, are strictly prohibited from borrowing money from any sub-commissioned officer, non-commissioned officer, soldier, or individual attached to a military establishment under any circumstances.

Borrowing from juniors prohibited.

14. When an officer is committed to prison, either for debt, or on a criminal charge, he is to be considered under suspension from the date of the

Officer committed to prison.

Sec. IV

Interior Economy.

I.

I.—Commissioned officers—*cont'd.*

arrest, and an immediate report, stating the circumstances in full, is to be forwarded to the Chief of the Staff.

Time under
suspension

15. The time passed under suspension, whether by a sentence of a court-martial or by order of the government, cannot be reckoned as any portion of the period of service entitling an officer to furlough or pension.

Copy of accu-
sation to
officer.

16. Previous to an officer being removed from any office or appointment, he is to be made acquainted in writing with the accusation preferred against him, and a reasonable time is to be allowed him to make his defence.

Re-instate-
ment how
to be car-
ried out.

17. An officer who may be suspended or dismissed, and subsequently restored to the service, will be placed in the exact situation in which he would have stood had no such suspension or dismissal occurred, unless the government orders otherwise.

Officer to
personally
receive
reports.

18. Officers are not to permit their servants to receive reports: whenever a sub-commissioned officer, or sepoy comes to make a report, the officer must either go out to receive it, or order the man to be admitted to his presence.

Interior Economy.

Sec IV.

I.

I.—Commissioned officers—*contd.**(Wing and Squadron Commanders.)*

19. The 2nd-in-command ranks, in virtue of his appointment, next to the commandant, but as 2nd-in-command he has no special duties apart from those of his squadron or wing.

Duties of
wing and
squadron
command-
ers.

20. Wing and squadron commanders will respectively command half-battalions and squadrons, and be responsible to the commanding officer, for their appearance, discipline, and efficiency; but they must on all occasions work through the troop and company officers, and be careful not to ignore their position, either directly or indirectly.

The sub-commissioned officers and non-commissioned officers to whom the divisions or half-companies are entrusted, are responsible to the half-squadron commanders and company commanders, who are themselves responsible to the squadron or wing commander.

21. If a soldier appeals against a punishment awarded by his half-squadron or company officer, the order should not be reversed without careful investigation; but if it is set aside, the sub-commissioned officer should be required to cancel or modify the decision himself.

22. Wing and squadron commanders are to afford the commanding officer full information regarding all ranks in their respective half battalions and squadrons.

Sec. IV.

Interior Economy.

I.

I.—Commissioned officers—*contd.*

23. Wing and squadron commanders will receive all reports of occurrences in their respective half-battalions and squadrons, and will personally submit to the commanding officer at orderly-room or durbar, anything requiring his attention or orders.

24. Wing and squadron commanders will satisfy themselves that every soldier receives the pay and allowances to which he is entitled, and that no man is subjected to unauthorised stoppages. All deductions authorised from the men's pay by the commanding officer, are to be entered in regimental orders previous to the disbursement of pay.

25. Wing and squadron commanders will hold fortnightly (oftener if necessary) inspections of the companies and troops of their half-battalions and squadrons, when they will carefully examine the arms, accoutrements, clothing, ammunition, necessities, stable gear, etc., of the men.

26. Wing commanders are to be entrusted, as far as practicable, with the instruction and training of the men of their half-battalions, and squadron commanders with that of the men and horses of their squadrons. The drill of recruits and training of remounts is in the hands of the adjutant. Recruits and horses once passed by the commanding officer as fit for the ranks, may be sent back to the adjutant for further instruction, under the orders of the commanding officer only.

Interior Economy.

Sec. IV.

I.

I.—Commissioned officers—*contd.*

27. Wing and squadron commanders will command their own half-battalions and squadrons on parade.

28. Wing and squadron commanders should be accessible to their men in private, when they wish to make any representation regarding matters personal to themselves, but should be careful not to listen to matters which should properly come through the prescribed channel

Regimental Staff Officers (Duties).

ADJUTANT.

29. The adjutant will conduct his duties under the immediate directions of the commanding officer, and all orders conveyed by him, whether orally or in writing, should be delivered in the name of the commanding officer, and are to be obeyed with the same readiness as if they had been given by him in person. Duties of adj.
jut. art.

It is essential that the adjutant should possess the entire confidence of the commanding officer, and as his confidential staff officer, he is bound to acquaint him unreservedly with any circumstance requiring his attention and interference.

- (a) The adjutant will promulgate all orders and ascertain that they are understood and obeyed. He will regulate the detail of duties and see that the rosters are pro-

Sec. IV.

Interior Economy.

I.

I.—Commissioned officers—*contd.*

perly kept ; and he is responsible for the safety of the regimental records and for the correctness of all documents prepared in his office. He will also compile the 'muster roll' and 'general state of the accounts,' and distribute the pay of the staff and subordinate establishments under the orders of the commanding officer.

(b) The adjutant will inspect the garrison and regimental guards going on duty, also parties proceeding on command and detachment ; when he will be careful to ascertain that the officer in command has received and fully understands his orders.

(c) He is to submit to the commanding officer a morning report of the corps, also a report of the minor punishments and instruction drill awarded, which will be reported to him by wing and squadron commanders in writing.

QUARTERMASTER.

Duties of
quarter
master

30. The quartermaster is responsible for the public buildings in the lines, for the stores belonging to the regiment, and for the correctness of the returns and reports he prepares. He will have charge of the regimental bazar and public estab-

Interior Economy.

Sec. IV.

I.I.—Commissioned officers—*contd.*

lishment of followers, and will assemble them for muster and disburse their pay ; he will also keep in his own possession the keys of the magazine and store-rooms.

- (a) He will prepare indents, survey reports, and all papers connected with the stores in use with the regiment. He should, on receipt of all stores, personally compare the articles received with the invoice, reporting any deficiency, etc., to the commanding officer.
- (b) He will submit to the commanding officer on the 1st of each month, a statement of the balance of ammunition and clothing in hand.
- (c) He will be responsible for the cleanliness and conservancy of the lines and bazar, and see that no encroachments are made on the streets.
- (d) He will have the camp equipage of the regiment, after it has been used, thoroughly repaired, and all deficiencies made good previously to its being placed in the regimental store. Camp equipage is to be frequently aired and pitched for inspection by the commanding officer.

Sec. IV.

Interior Economy.

I.

I.—Commissioned officers—*contd.*

- (e) He will furnish every officer, proceeding on command, with a written statement of the public stores sent with his detachment.
- (f) Previous to the march of a regiment and on the receipt of carriage, which it is his duty to indent for, he will see to its distribution, and will keep an account of all advances and payments made, and will also be responsible for its discharge on arrival at destination.
- (g) The quartermaster will keep in his office a sealed pattern of every article of regimental equipment and necessities.
- (h) He will also superintend the making and fitting of the uniform of the regiment.

Medical Officer.

Duties of
medical
officers.

31. The duties of medical officers will be found detailed in Section XIII.

- (a) The medical officer is not less amenable to the orders of the officer commanding the corps than any other officer in it; and although any interference in his medical treatment would be improper, yet all other points connected with the rules laid down by the regulations of the

Interior Economy.

Sec. IV.

II.

I.—Commissioned officers—*concl'd.* II.—Sub-commissioned officers.

service for the management of hospitals are cognizable by the commanding officer of the regiment, who is responsible for their due observance by all placed under his orders.

- (b) Medical officers are required to take their tour with other officers, as members of the mess committee or other institutions.

II.—Sub-commissioned officers.

32. It should be impressed upon all sub-commissioned officers that the rank and position which their commission confers, cannot be upheld unless their conduct is such as to ensure the respect of the men placed under their command, and the approval of their superior officers.

Position of
sub com-
missioned
officers.

33. They are to be able to command a half-squadron or company, in any situation in which it may be placed.

34. The immediate command of half-squadrons and companies is vested in the sub-commissioned officers, who are to be held responsible for the discipline, cleanliness, management, and behaviour of their men; they are also to be held individually and collectively responsible that the men of one

Sec. IV.

Interior Economy.

II.

II.—Sub-commissioned officers—*contd.*

caste or tribe do not interfere with the religious feelings or prejudices of another.

Entitled to
respect

35. Sub-commissioned officers are entitled to every mark of respect and courtesy, and commanders and senior officers must be most careful to set a good example to others in this matter.

(Risaldar and Subadar-Majors.)

Position the
reward of
good ser.
vice.

36. The ranks of risaldar-major and subadar-major are intended to mark long, faithful, and distinguished service. As the highest regimental rank to which a sub-commissioned officer can attain, the position is a most honourable one, and should be looked up to by all inferior ranks with utmost respect.

Duties.

37. The sub-commissioned officers holding these ranks stand in the light of confidential officers to the commanding officer; and it is therefore their duty to bring to notice any occurrence in the lines that may be to the prejudice of good order and military discipline, or that may endanger the general good feeling, or the good name of the regiment. It is impossible that such matters can remain hidden from risaldar and subadar-majors; the fact, therefore, of their unreported occurrence, would of itself be sufficient proof either that these officers were careless in the performance of their duties, or that they wilfully concealed matters which they were bound to disclose.

Interior Economy.

Sec IV.

II.II.—Sub-commissioned officers—*contd.*

38. Risaldar and subadar majors are to be excused from orderly duty.

(Half squadron and Company commanders.)

39. Half squadron and company commanders are responsible for the promulgation in their half-squadrons and companies, of the orders of the day, issued through the woordie-major and jemadar adjutant

(a) It is the duty of these sub-commissioned officers to keep their squadron and wing commanders and commanding officers acquainted with everything that takes place in their half-squadrons and companies.

(b) They are daily to report all occurrences in their respective half-squadrons and companies, to their squadron and wing commanders, and are to be present whenever a case requires investigation.

(c) They must be patient and careful in listening to complaints preferred by their men, and will personally submit to the squadron or wing commander any case which they cannot dispose of themselves. Should any soldier wish to make a statement to his squadron or wing commander, he should be permitted to do so.

Sec IV

Interior Economy.

II

II.—Sub-commissioned officers—*contd.*

- (d) Half-squadron and company commanders are responsible for the cleanliness of their half-squadron and company lines, that no alterations are made without the sanction of the commanding officer, and that no fakirs are permitted to live in their lines or settle in the vicinity, and that no strangers, or women (other than those authorised) are allowed to remain in the lines.
- (e) When men go on leave or to hospital, half-squadron and company commanders are responsible that all government property in their possession is deposited in the bells-of-arms or store-rooms.
- (f) No half-squadron or company officer is to make, or permit the making of, any unauthorised deductions from the pay of any man in his troop or company, whether for a charitable object, entertainment, or other purpose.
- (g) Half-squadron and company commanders are to use every endeavour to prevent their men borrowing money from bankers, buniahs, or others, and are to report any man infringing the orders in this respect.

Interior Economy.

Sec. IV.

II.

11.—Sub-commissioned officers—*contd.*

- (h) Prior to the distribution of pay, half-squadron and company commanders are to see that a statement of all deductions is audibly read and explained to the half-squadron or company.

(*Woordie-Major and Jemadar-Adjutant.*)

(APPOINTMENT OR REMOVAL OF—)

40. Appointments of woordie-majors and jema-^{How appoint-}
dar adjutant are made by government on the re-
commendation of the Commander and similar
authority is necessary for removals from that ap-
pointment.

41. The general duties of the woordie-major ^{Duties}
and jemadar adjutant are as follows:—

- (i) To assist the adjutant in instructing young and recently promoted half-squadron or company officers and non-commissioned officers in the duties as instructors of their half-squadrons or companies and squads, and in instructing recruits.
- (ii) To see that the men undergoing punishment drill attend as directed, until the expiration of the period awarded.
- (iii) To keep, under the adjutant's orders, the general rosters of commissioned and non-commissioned officers for all duties.

Sec. IV.

Interior Economy

III.

II.—Sub-commissioned officers—*concl'd.* III.—Non-commissioned officers and men.

(iv) To keep a list of all strangers in the lines.

(v) He will attend daily at the adjutant's quarters for orders at an appointed hour. He should inform the adjutant of every circumstance in any manner connected with the welfare or discipline of the regiment, which may come to his knowledge.

Their position

42. The offices of woordie-major and jemadar-adjutant require honesty of purpose, tact, and judgment on the part of the sub-commissioned officers holding them. As commissioned officers in positions of great trust, they should feel that confidence is placed in them by every officer of the regiment. All orders received through the woordie-major and jemadar-adjutant are to be obeyed by the sub-commissioned officers and others, as emanating from the commanding officer.

The woordie-major and jemadar-adjutant should avoid interfering with the interior economy of half-squadrons and companies.

III.—Non-commissioned officers and men.

(*European Sergeant-Major.*)

European
sergeant-
major.

43. A European sergeant-major is allowed on the establishment of each regiment. His duties are, under the adjutant, to superintend the training of

Interior Economy.

Sec. IV.

III.

III.--Non-commissioned officers and men--*contd.*

recruits and the schooling of remounts. Being a warrant officer, he takes precedence of all non-commissioned officers and is entitled to the same marks of respect as are paid to officers with the exception of compliments from guards and sentries. He is, in case of misconduct, liable to be discharged from the service by order of government.

(*Havildar-Major.*)

44. The havildar-major, under the jemadar-ad-jutant, is to keep the roster for the various duties of the non-commissioned officers and rank and file of the regiment. On parade, he will take post and perform the duties laid down in the field exercise for the sergeant-major. He takes precedence of all other havildars of the regiment, and is entitled to the same marks of respect as are paid to sub-commissioned officers, with the exception of compliments from sentries, but this gives him no priority on the roll of havildars as regards promotion to the commissioned ranks. It is the duty of the havildar-major to instruct all non-commissioned officers, recently promoted, in the various orderly duties of their new grade. He is to keep an order book, in which will be entered all orders, other than those of daily detail, which are intended for the guidance of the men. Sub-commissioned officers, orderly havildars, and naiques, are to have free access to this book whenever they may require it. The

Duties of
havildar-
major.

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Interior Economy.

III.

III.—Non-commissioned officers and men—*contd.*

havildar-major wears a sword with sling waist belt and sword knot, the same as worn by sub-commissioned officers.

(Drill Havildar.)

Duties of
drill havil-
dar.

45. The drill-havildar is the immediate assistant of the adjutant in 'the drill' and in the instruction of the recruits. He reports to, and receives his orders from, the adjutant, and no other officer is to interfere with their drill.

46. The drill-havildar is not entitled to wear a sword. On parade he is to wear his side-arms only, but on the line of march he should carry his rifle.

(Kote-Duffadars, Troop Havildar-Majors, and Colour-Havildars.)

Position of
Kote-Duffa-
dars, &c

47. Commanding officers are to take care that these honourable distinctions are bestowed only on men of approved character, who, by attention to the duties of their station and to the discipline of their respective half-squadrons or companies, have rendered themselves worthy of such a mark of approbation.

Subject to
removal.

48. Kote-duffadars, troop havildar-majors, and colour-havildars, are liable to removal from their appointments for incapacity or misconduct, at the discretion of the commanding officer.

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Sec. IV.

III

III.—Non-commissioned officers and men—*contd.*

49. Kote-duffadars and troop-havildar-majors will keep the half-squadron rosters for duties and command. They are responsible that all details for guard or detachment required from their half-squadrons are duly told off. They will inspect and deliver them to the native officer, or non-commissioned officer, charged to take command. When a detachment is about to leave regimental headquarters, kote-duffadars should see that every man told off for it is completely clothed and equipped for service, and that his horse is fit for the duty and properly shod. They should also inspect the ammunition, and on the return of a detachment, they should see that it is returned to store. They will attend at the woordie-major or native adjutant's quarters every morning for the preparation of the morning report, and will afterwards be assembled to receive the orders of the day for publication to their respective half-squadrons.

Duties of
kote duffa-
dars, &c

At gun-fire at night they will post a running sentry over the horse lines of their half-squadrons, first ascertaining by inspection that all the horses are properly secured and clothed, and well supplied with forage.

Kote-duffadars and troop-havildar-majors will take the half-squadron roll-calls; and immediately report the arrival of any stranger in the lines to the half-squadron officer, who will acquaint the woordie-major or native adjutant.

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Interior Economy.

III.

III —Non-commissioned officers and men—*contd.*

Precedence. 50. Troop-havildar-majors and colour havildars take precedence of all havildars; the regimental havildar-major excepted.

Duties of colour-havildars. 51 The duty of attending the colours in the field is to be performed by the colour-havildars; but this distinction is in no wise to interfere with the regular performance of their regimental and company duties

(Pay Duffadars and Pay Havildars.)

Position of pay duffadars. 52. Selections for the appointment of pay duffadars and pay havildars are to be made with the greatest care.

Individuals holding these appointments are not to be subjected to the risk of loss by being entrusted with money in excess of the immediate requirements of the service.

Not to lend money. 53. Pay duffadars, havildars, or orderlies, are forbidden to lend money to a sub-commissioned officer, non-commissioned officer, or soldier.

Not to receive money for deposit. 54. Pay duffadars and pay havildars are prohibited from receiving money from any one for deposit.

Duties of pay duffadars. 55. The duties of pay havildars and pay duffadars are :—

(a) Responsibility for the correct keeping and preparation, under the orders of

Interior Economy.

Sec. IV.

III.III.—Non-commissioned officers and men—*contd.*

half-squadron or company commanders, of all the records and documents required in half-squadrons or companies.

- (b) To keep the muster rolls, pay abstracts, acquittance rolls, regimental orders, half-mounting accounts, and register of furlough in the vernacular; and in the cavalry, the half-squadron diaries or *roznamchas* and the registers of undischarged pay, and recoveries in anticipation. They will also keep such records and memoranda as are necessary to furnish squadron and half-battalion commanders with the particulars required in the sheet rolls.

- (c) In the infantry, they will have charge of the arms of their companies, and will keep rolls showing what number has been allotted to each man, also the number of each man's arms and accoutrements.

56. They are not available for 'garrison duties,' and will be excused 'regimental duties,' except guards, as far as the requirements of the service permit.

They are not to be sent on 'command,' except with their squadrons or companies.

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Interior Economy.

III.

III.—Non-commissioned officers and men—*contd.*

57. Pay duffadars or pay havildars are responsible to their half-squadron or company officers that the acquittance rolls of all grades are either signed or sealed (with the seal which every man who cannot write must have) before he applies for the usual countersignature

58. It is important to satisfy men that their accounts are correct, and any soldier wishing to examine his account should have access to it; on such occasions the pay duffadar, or pay havildar, should explain all deductions in the presence of the half-squadron or company officer.

(Farrier-Major, Farriers—Shoeing, etc.)

- Duties of farriers. 59. For duties of farrier, see section IX.
- Shoeing shed. 60. For establishment of shoeing shed, see section IX.
- Shoeing rules. 61. For rules regarding shoeing, etc., see section IX.

62. Any instructions given by the veterinary officer with regard to the shoeing are to be carefully carried out.

(Drill-Naique.)

- Duties of drill-naique. 63. The drill-naique is under the orders of the adjutant and the drill havildar, and will assist the latter in his various duties.

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Sec. IV.

III.

III.—Non-commissioned officers and men—*contd.**(Trumpeters, Drummers, and Fifers, etc.)*

64. The adjutant should exercise a general supervision over the trumpeters, drummers, and fifers, who are under the immediate orders of the trumpet, drum, or fife-majors

Trumpeters
&c.

65. Applications for leave or furlough are to be preferred through the adjutant.

66. The roster of duties is kept by the trumpet, drum, bugle or fife-major, who assembles the trumpeters, drummers, or fifers for daily practice.

67. On the alarm being sounded, all trumpeters or buglers are at once to repeat the sound, and the trumpeter or bugler next for duty is to proceed immediately to the officers' quarters or houses for that purpose.

68. The drum-major, in virtue of his appointment, is senior to the fife-major.

69. All trumpet-majors, and drum, fife or bugle-majors, can be removed from their appointments, by order of the commanding officer, for incapacity or misconduct, while holding these appointments.

They may be promoted to non-commissioned officers, provided they are fit for the ranks (in case of subsequent removal from their appointments), and the authorized number for each grade, is not exceeded by their promotion.

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Interior Economy.

III.

III.—Non-commissioned officers and men—*contd.*

Probationary
trumpeters,
&c.

70 In order to have competent men ready to fill vacancies among trumpeters and buglers one man per battery, troop, and company will be taught his duties as trumpeter or bugler.

Trumpeters
to be
practised
on horse
back.

71. Trumpeters should be constantly practised on horse back at all paces, and be taught the artillery and infantry field sounds, so as to ensure acting in concert when necessary. Each trumpeter should carry a field bugle as well as a trumpet.

Regimental
call

72 All ranks should be familiar with the regimental call.

Sounds to be
up to date

73. Trumpeters and buglers should be supplied under regimental arrangements, with copies of the latest editions of the authorized "duty trumpet" and "bugle sounds." They are responsible that the regulated sounds are strictly adhered to under all circumstances.

(*All ranks.*)

Obedience by
all ranks.

74. The first duty of a soldier is to obey implicitly and without a murmur all orders from superiors.

75. When men have reason to suppose themselves unfairly ordered upon any duty, or improperly treated, they must obey the orders given them, and prefer their complaint in a proper manner afterwards.

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Sec IV.

IV.

IV.—Complaints.

76. How a complaint, by a person who deems himself wronged by his superior or any other officer, is to be preferred, is laid down in section 100 of the Army Act of 1309 Fasli.

77. If a soldier conceives that he has any cause of complaint, or has any request or representation to make, he is to mention it to the non-commissioned officer of his squad or section, who will report it to his sub-commissioned officers. The sub-commissioned officer commanding the half-squadron or company having made himself perfectly acquainted with every particular of the case, will report it to the wing or squadron commander who, after full inquiry, will either dispose of it himself, or submit the case to the commandant, as may be necessary. No offence is to be taken at a man making a complaint in a proper manner, although, when the matter is inquired into, it may be proved that he was mistaken. Officers should recollect that grievances, which to them may appear frivolous, are frequently of serious import when considered with reference to the peculiar prejudices of the men.

78. An individual is authorised to appeal direct to his wing or squadron commander, or company officer *only* when his complaint is not attended to by the sub-commissioned officers; or to the commandant, when he does not obtain redress from

Sec. IV.

Interior Economy.

V.

IV.—Complaints—*concluded*. V.—Miscellaneous.

his wing or squadron commander, or company officer. Soldiers who have a representation to make, are to take an opportunity of doing it when not on duty or parade; any man who murmurs on parade or duty is liable to punishment.

79. Whenever a man present with the regiment has any application to make, or complaint to prefer, he is to do so verbally. Anonymous or written petitions are forbidden.

80. If any non-commissioned officer or soldier has cause for complaint against any person not in the service, or against a soldier of another corps, he is to make his complaint to his own commanding officer, through the usual channel (*paragraph 77*).

V.—Miscellaneous.

Credit to be
cried down

81. On a corps arriving at new quarters, notice is to be given in all bazars other than the regimental bazars, that the dealers are not to give credit to the men of the corps.

Discharging
of fire-arms.

82. The discharging of fire-arms in a camp or cantonment or its vicinity, without permission, is prohibited.

Borrowing
and lending
money.

83. All ranks are positively prohibited from borrowing money from, or lending it to, one another, or to be engaged in any transaction what-

Interior Economy.

Sec. IV.

V.

V.—Miscellaneous—*contd.*

ever, which would establish a debtor, or creditor, account between the parties.

84. Any soldier who finds money or other articles, or who wishes to purchase anything about which doubt can exist, especially in the case of regimental necessities, is immediately to acquaint the non-commissioned officer of his section, in order that due inquiry may be made. Should lost or stolen property be found in any man's possession, without such report having been made by him, he will be liable to punishment. Lost and stolen property.

85 Soldiers are to report to kote-duffadars, or colour-havildars, the arrival and departure of any of their relatives, or other visitors in the lines. Arrival of relatives in lines.

86 Soldiers are subject to the provisions of the stamp laws, in the same way as all other members of the community. All those whose pay is Rs. 20 and over are to affix a one anna receipt stamp to the paysheet opposite their names. Stamp l.w.s.

87. Any man losing his seal should report the circumstance at once to his sub-commissioned officer in order that he may not be held responsible for any use that may be subsequently made of it. Lost seals.

88. It must be distinctly understood by all, that no pretext of caste or religion can be permitted to interfere with any of the duties required of a soldier. Caste or religion not to interfere with duties.

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Interior Economy.

IV.

V.—Miscellaneous—*contd.*

Durbar or
orderly-
rooms.

89. Durbar, or orderly-room, is to be held on such days and place as the commanding officer may direct.

The adjutant, the quartermaster, risaldar-major or subadar-major, the woordie-major or native adjutant, and havildar-major will invariably attend. Squadron and wing commanders will attend when they have to bring men before the commanding officer for punishment, or who have requests to make, or who may want leave, etc.; also on other occasions when their presence may be required by the commanding officer. When men are so taken to orderly-room, the half-squadron or company officer, and orderly non-commissioned officer, will also attend. Probationers attached to regiments will also attend.

Division of
squadrons
and com-
panies.

90. Each squadron or company is to be designated by a letter of the alphabet, and for the convenience of inspection and supervision is to be divided into squads and half-companies. The non-commissioned officers are to be equally distributed among the squads in the former, and among sections in the latter. A sub-commissioned officer is to be attached to each squad and half-company, to be changed as often as may be considered desirable. It will be his special duty to superintend his squad or half-company at roll-call, etc, the senior sub-commissioned officer of the half-squadron, or company, having a general superintendence of the whole.

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Sec. IV

V.

V.—Miscellaneous—*contd.*

He will pay great attention to the cleanliness of the men as to their persons, clothing, arms and accoutrements, and also as to the state of their barracks or quarters. The dress and appearance, as well as the demeanour, of soldiers should on all occasions and in all situations be such as to create a respect for the military service.

91. Recruits, as regards drill and all matters connected therewith, are under the orders of the adjutant, and all requests for indulgence must be preferred to that officer. When not at drill, or excused by the adjutant's orders, recruits will attend all roll-calls of their troops or companies.

Recruits
under
orders of
adjutant.

92. Non-commissioned officers, whether on or off duty, are not to permit any irregularity, neglect, or deviation from orders. They are to exact the promptest obedience from all of inferior rank, when in the execution of their duty, immediately reporting every man who disputes their orders, or replies to them in an insubordinate manner. When left in charge of any duty, they ought at all times to execute it with as much punctuality as if under the immediate eye of their officers. A non-commissioned officer, who is found to have connived at any irregularity, cannot be considered trustworthy.

Obedience
to be
required.

They must be watchful over their men's health, urging them to report sick on the first symptom of illness.

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Interior Economy.

V.

V.—Miscellaneous—*concl'd.*

Young non-commissioned officers, or men doing duty as such, are particularly cautioned against conniving at any neglect of duty on the part of those under their command, and the slightest breach of this order will be punished.

Festivals

93. Permission to celebrate any festival must be applied for by commanding officers of corps, at least two days before its commencement

Beating of
tom-toms.

94. No tom-toms are to be beaten in regimental lines after 10 P.M., except by permission of the officer commanding the station. Officers commanding corps are authorised to grant permission to their men to beat tom-toms within their own lines, until 10 P.M. These rules do not apply to the softer description of music, for which no sanction of any kind is necessary.

Dress of those
attending
offices &c

95. All men attending at the quarters of an officer on duty, or appearing before committees, or courts of inquiry as witnesses, are to be dressed in uniform and side-arms. When attending reviews of other corps, they are to appear in 'Review Order' and with side-arms.

Fatigue
duty.

96. No men of a regiment are ever to be employed on duties of fatigue, without the previous sanction of the commanding officer.

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Sec. IV.

VI.

VI.—Promotion and promotion rolls.

(Non-commissioned officers.)

97. The attention of commanding officers is specially required to the proper selection of men for promotion, more especially of those for the lance appointments, for it is by a judicious selection of lance naique that a proportionate influence will be preserved in the principal castes (according to the relative number in each regiment).

Judicious
selection of
lance-
naique

98. To be eligible for the rank of the lance-naique, a private must be able to read and write his own vernacular; must pass a satisfactory examination in Part I of the Field Exercise, and the manual and platoon.

Lance naique

In the cavalry this qualification is required before a 2nd class rough rider can be promoted to 1st class rough rider.

Second class
rough
rider.

99. As a general rule (except on active service) no lance-naique is to be promoted to the rank of naique unless he has successfully passed in the following subjects:—

Naique.

To be able to read and write from dictation in the vernacular correctly, and to read from first reader, Madras series.

To be able to make a copy of some simple regimental return.

Arithmetic—Requisite proficiency in numeration and the four compound rules. In

Sec IV.

Interior Economy.

VI.

VI.—Promotion and promotion rolls.—*contd.*

cavalry, a garrison riding school certificate as having qualified as rough rider will also be required, if not in possession thereof, when he becomes senior on the roll he must be removed from the roll. Under special circumstances, however, a commanding officer may, with the previous sanction of the Commander, promote an otherwise valuable man who may not be educationally qualified.

Standing of
lance-
naiques

100. Lance-naiques are to be promoted according to their standing in the roll and a senior is not to be passed over except to render castes proportional. If a man is not fit for promotion, he is unfit to be a lance-naique and must be dealt with under para (99).

Standing of
naiques

101. No man is to be promoted to the rank of havildar (band havildar excepted) without previously going through the grade of naique. No naique shall be eligible for promotion to the rank of havildar, unless he can pass a satisfactory examination in Parts I, II, and III of the Field Exercise, and in guard and sentry duties. Naiques who are found defective in the knowledge of duty and general intelligence and activity required for the rank of havildar, are not to be promoted.

Standing of
havildars.

102. Those men who have attained the grade of havildar and are unfit for promotion to the sub-

Interior Economy.

Sec. IV.

VI.

VI.—Promotion and promotion rolls—*contd.*

commissioned ranks, though otherwise good men, must not be advanced beyond the rank of troop havildar-major or colour havildar. No person in the army is entitled to expect promotion or preferment of any kind as a right; fitness is the only test and the power of selection is vested in the commanding officer; seniority of itself gives no claim whatever to advancement, seniority can only be considered when fitness is equally shared by two or more individuals and then it will carry with it its due weight.

103. Promotions in non-commissioned ranks will be made by the authority of the officer in actual command of the regiment, and are to be published in regimental orders. When, however, the permanent commandant is only temporarily absent within Indian limits, promotions in the non-commissioned ranks must be submitted to him for his previous approval.

Promotions
by whom
made.

(Sub-commissioned officers.)

104. Jemadar-adjutants or woordie-majors must have a thorough knowledge of all branches of drill, including musket and carbine, sword and lance exercise as taught in his regiment.

105. The examination will be entirely of a practical character and will embrace a thorough knowledge of—

Sec. IV.

Interior Economy.

VI.

VI.—Promotion and promotion rolls—*contd.*

1st, Troop, squadron, battery or company drill, (jemadar-adjutants in addition battalion drill) out post duty, skirmishing, the duties of battery, troop, or company and section leaders, markers, &c., both on parade and field service.

2nd, Manual and firing exercises.

3rd, Mounted branches, sword and lance exercises.

Boards of
examination.

106. Boards to examine non-commissioned officers for the commissioned ranks, will be presided over by the officer commanding the regiment; the result of the examination to be submitted to the Commander with the roll of those recommended for promotion.

To be held
half yearly

107 All examinations will be held half yearly and all those passing these examinations will be promoted in rotation, as vacancies occur within the half year following the examination, after which half year a fresh examination will be held.

Individuals
passed over
for promotion.

108. Notwithstanding that individuals may be passed over, they are to be made to understand that it is still open to them, by an improved course of conduct, to establish a claim to promotion, and that such claims will be duly attended to.

Promotions
in anticipation
of sanction
prohibited.

109. Commanding officers are prohibited from making any promotions in the commissioned grades in anticipation of sanction.

Interior Economy.

Sec. IV.

VI.

VI.—Promotion and promotion rolls—*contd.*

110. Commissions are given by government on the recommendation of the Commander, and notified in General Orders. Commissions given by government.

(Promotion to Jemadar.)

111. Non-commissioned officers, recommended for promotion to the commissioned grade, must not be over 40 years of age, or 22 years' service, at date of vacancy, except in very special cases, the particulars of which must be fully and individually set forth in the promotion roll. Age and service for promotion to jemadar.

(Promotions to Ressadar and Subadars.)

112. For promotion to rank of ressaidar or subadar, the name of the senior jemadar (of the required caste) will be submitted, provided he has not over 29 years' service, and is in all respects fitted for promotion. Service for promotion to ressaidar or subadar.

In the event of his not fulfilling these conditions, the name of the next senior who does fulfil them will be submitted.

(Promotion to Rsaldar-Major or Subadar-Major.)

113. In order that the important ranks of risaldar and subadar majors may be worthily filled, the best fitted of all the risaldars and subadars should be selected—seniority, combined with an honourable and unblemished character, and personal influence in the regiment, together with zeal, Qualification for promotion to ressaidar-major or subadar-major.

Sec. IV.

Interior Economy.

VI.

VI.—Promotion and promotion rolls—*contd.*

should be considered as necessary qualifications for these appointments.

114. Whenever a commanding officer considers that sufficient reasons exist for not at once nominating a risaldar or subadar to fill a vacancy in the rank of risaldar-major or subadar-major, he will bring the circumstances to the notice of the Commander.

(Direct Commissions.)

Direct commissions.

115. When considered desirable, the sons of respectable men of good character and position may be appointed cadets as jemadars on probation.

116. They will be required to serve two years on probation, during which time they are to be thoroughly instructed in every part of their duties, serving for six months in each of the several grades of sowar or sepoy, lance duffadar or naique, duffadar or havildar, and jemadar.

117. At the end of the probationary term the commanding officer will report to the Chief of the Staff if they are fully qualified for the service, and will state whether he recommends that the young men should be confirmed in the grade of jemadar. If confirmed, their commissions will bear the date of their first appointment on probation.

Interior Economy.

Sec. IV.

VI.VI—Promotion and promotion rolls—*contd.*

Should it be found at any time during the period of probation, that the probationer is not likely to make a good officer, it will be open to the commanding officer to report the circumstance to the Chief of the Staff, in view to steps being taken for his removal from his appointment.

118. On probation, the young men are to be treated in all respects as officers under instruction and are to receive quarters in the lines appropriate to their rank.

119. Applications for direct commissions must be accompanied by—

I.—A certificate of physical fitness for military service, to be signed by a military medical officer.

II.—The usual promotion roll containing the names, with full particulars as to caste, age, service, promotion, etc., of the three senior non-commissioned officers (of the required caste) who would be superseded in the event of the candidate for a direct commission being appointed, together with the reasons for passing them over for promotion, which should be fully set forth in the column for remarks.

Sec. IV.

Interior Economy.

VI.

VI —Promotion and promotion rolls—*contd.*

120. A list of candidates for direct commissions is kept up in the division office. Commanding officers are not required to restrict themselves to the names borne on this list, but can submit the names of any other candidates who, they may consider, possess the required qualifications.

121. As a rule, candidates for direct commissions should not be over 20 years of age.

Promotion rolls. (Preparation, etc., of.)

Preparation
of promo-
tion rolls.

122. Promotion rolls (single copy) of non-commissioned officers recommended for commissions, or of commissioned officers recommended for promotion are to be prepared by the adjutant under the orders of the commanding officer by whom the remarks are to be written. The rolls, any correspondence regarding them, and copies of the same, are to be written by the commanding officer or adjutant, and are not to pass out of their hands.

123. Although the responsibility for the efficiency of sub-commissioned officers of regiments is entirely vested in commanding officers, squadron and wing commanders should nevertheless be freely consulted as to the qualifications and merits of their non-commissioned officers, and due weight given to their opinions; so that when promotion rolls are forwarded, every available precaution will have been adopted to secure the recommendation of the most qualified and efficient amongst them.

Interior Economy.

Sec. IV.

VII.

VI.—Promotion and promotion rolls—*concluded*. VII.—Good conduct and musicians.

124. It will be necessary to enter the names of the seniors whom it is proposed to pass over, and it should be shown in the column for remarks whether the officer, or non-commissioned officer (as the case may be), has, or has not been previously passed over for promotion. In the former case, the reasons for the renewed recommendation must be fully explained. Unless these reasons are considered valid, they will not be accepted by the Commander.

VII. -Good conduct and musicians.

(Proficiency classes.)

125 Troopers, gowundazes, privates, trumpeters, buglers and musicians are divided into three good conduct classes. Musicians are also divided into three proficiency classes.

(Good conduct classes.)

126 A man from date of enlistment will belong to the 3rd class, and on completing 5 years' uninterrupted good conduct, in the ranks, without his name appearing twice in the regimental defaulters' book, will pass into the 2nd class if there is a vacancy. After 8 years' service in the 2nd class with uninterrupted good conduct without his becoming twice a regimental defaulter, he will pass into the 1st class if there is a vacancy.

Promotion in
Class.

Sec. IV

Interior Economy.

VII.

VII.—Good conduct and musicians—*contd.*

Reversion. **127.** A soldier of the 2nd class whose name appears twice in the regimental defaulter book, reverts to the 3rd class and a soldier of the 1st class reverts to the 2nd class if he becomes a regimental defaulter.

Restoration The soldier can rejoin the class he has lost only by two years of uninterrupted good conduct

Conviction by general or district court-martial. **128.** When a soldier is convicted by a general or district court-martial—he reverts to the 3rd class even though he may be in the 1st class—two years of uninterrupted good conduct will be required of him to pass into the 2nd class and the usual 8 years (para. 126) to pass into the 1st class.

Conviction by regimental or summary court-martial. **129.** Conviction by any regimental or summary court-martial carries with it the reduction of the soldier to the next lower class; to regain the class he has lost, he will be required to put in two years of uninterrupted good conduct.

(Musicians Proficiency classes.)

Forfeitures for what and by whom awarded. **130.** Forfeitures will be incurred by musicians for inattention, carelessness in playing or bad playing in consequence of dissipation. These awards will be made by the bandmaster of the band to which the offender belongs and subject to the confirmation of the commanding officer.

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VIII.

VII.—Good conduct and musicians —*concl'd.* VIII.—Treasure, Funds, Public Moneys, etc

131. The forfeiture for each offence is not to exceed one rupee on each occasion, or a total during the month not exceeding the proficiency pay of the class to which the musician belongs. Forfeitures are not to extend beyond the month in which the offence occurred. All such forfeitures are to be credited to government.

Amount of forfeiture.

VIII.—Treasure, Funds, Public Moneys, etc.

132. All officers are prohibited from keeping public money in their own possession. All public funds paid to them for disbursement to the men under their command, or for other public purposes, are to be lodged for safety in the quarter-guard of the corps. If this precaution be neglected, claims for compensation for losses will not be entertained. When for the purpose of safer custody it is considered advisable to deposit public money, or regimental funds, in a bank, the bank with which an account is opened must be a Presidency bank.

Safe custody of public money.

133. An officer, when giving over command of a corps (except when proceeding on privilege leave), will forward to the Chief of the Staff, a certificate signed by himself, and by the officer to whom he makes over the command, that all public and regimental funds are in a satisfactory state.

Certificate on giving over command.

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Interior Economy

VIII.

VIII.—Treasure, Funds, Public Moneys, etc.—*contd.**(Treasure Chest.)*

Committee

134. A committee will be appointed for every regimental treasure chest, the commanding officer will be the president, and the second-in-command one lieutenant, risaldar-major or subadar-major, a ressaidar or subadar, the members.

Key of chest

135. The key of the treasury shall remain with the president of the committee and the second-in-command will carry on the duties as "Secretary."

Responsibility of commanding officer and committee

136. The commanding officer will be held personally responsible for all the accounts and books.

The commanding officer and the committee will be held responsible for any deficiency in the treasure chest.

Opening of chest.

137. The treasure chest will be opened in the presence of the commanding officer and all the members of the committee; in case the commanding officer is prevented by some cause from attending for this purpose, the second-in-command will take his place as president of the committee, and the chest will be opened in the presence of all the other members.

138. In any case it is necessary that there shall be, at least three members present exclusive of the commanding officer or 2nd in command as in rule

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Sec. IV.

VIII.

VIII.—Treasure, Funds, Public Moneys, etc.—*contd.*

137 at the time of opening the cash-chest, but the chest in question will not be opened, if the number of members is less than three. Any sum which has to be deposited in the treasury chest, or has to be drawn from it, should not be deposited or drawn until counted in the presence of the committee.

139. At the end of every month at least, the sums lying in the chest are to be checked, and counted and compared with the daily cash book, and when the cash of the treasure chest is being counted, it will be absolutely necessary for the president and all the members to be present.

Sums in chest
to be
checked.

140. The work of supervising the accounts, and the account books of the treasury will be entrusted to the second-in-command or other officer of committee appointed by the commanding officer who will be held responsible for the correctness and proper keeping of the account.

Supervision
of the ac-
counts.

The commanding officer should from time to time be furnished with a statement, showing the receipts and expenditure of all funds in the chest.

141. A copy of these accounts under the commanding officer's signature shall be submitted to the Staff office on the 5th of every Fasli month for the Commander's inspection.

Copy of ac-
count for
Command-
er's ins-
pection.

142. An intelligent non-commissioned officer who is acquainted with the keeping of accounts

Who to keep
the ac-
counts.

Sec. IV.

Interior Economy.

VIII

VIII.—Treasure, Funds, Public Moneys, etc.—*contd.*

shall be appointed in every regiment for conducting the work connected with the treasure chest, and he is to keep account of the receipts and expenditure under the orders of the second-in-command or other officer appointed to supervise (para. 140).

Books to be
kept.

143. The following books will be kept in every regiment for the treasure-accounts.

1. Day Book 1 Form A.
2. Ledger 1 Form B.
3. Balance Book... .. 1 Form C.
4. Cheque Book... .. 1 Form D.
5. Receipt Book on account money received
1 Form E.
6. File Book for payment of bills.
7. "Chalan" Book—that is, the book with
which the money is sent.

Books to be
produced at
orderly
room.

Regimental cash books and ledgers should be laid on the table at all Commander's orderly room days, or whenever required for the inspection of the Commander.

How sums
are to be
drawn.

144. Sums which have to be drawn from the treasure chest according to requisitions signed by the commanding officer, shall be entered by the non-commissioned officer (para 142) of the treasury in the cheque-book. These cheques duly signed by the commanding officer, are then to be given to the committee when the money can be drawn from the treasure chest accordingly.

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Sec. IV.

VIII.

VIII.—Treasure, Funds, Public Moneys, etc.—*contd.*

- (a) When regimental cash is deposited in the bank, the same procedure is to be followed as in the division office. The bank cheque and pass books are kept in the division office cash chest; when a cheque is required to be drawn, the cheque book is taken by the divisional quarter master to the Commander for him to fill in the required cheque. In like manner, the cheque and pass books of a regiment will be kept in the cash chest; when a cheque is required, the secretary of the cash chest committee will fill in the counterfoil, initialling it, after entering on what account the amount is to be drawn. He will then take the cheque book to the commanding officer for him to draw the cheque.

When cash is
in bank.

- (b) All receipts for sums paid must bear the countersignature of the commanding officer and secretary.

Receipts to
be counter-
signed.

145. Every account such as requisitions, the cheque book, books for receipts and books for expenditure shall be audited and signed or initialled by the second-in-command or other officer appointed (para 140).

How the
books are
to be kept.

146. The daily receipt book, in which sums received and expended are entered, shall be signed

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Interior Economy.

VIII.

VIII.—Treasure, Funds, Public Moneys, etc.—*contd.*

by such members of the committee as may be present at the time of opening the treasure-chest. When any sum or sums are to be drawn from the chest on a particular account, the account book is first to be checked with the amount in the chest.

Member of
committee
absent.

147. If any officer of the regimental-treasury committee goes on leave or on the sick list, the commanding officer is to appoint another officer in his place and the name of the officer thus appointed is to be published in the regimental orders.

Respon-
sibility of the
shroff

148. As there is a “shroff” in every regiment for counting and testing rupees, the shroff will be held responsible for the correct counting and the genuineness of the rupees.

Security from
shroff.

149. The commanding officer and the committee are to require the shroff to furnish security in such way as will satisfy them; the Commander leaves it entirely to them to make the best arrangement they may think fit, as they are responsible for all regimental funds.

Sums not
transferable.

150. The commanding officer shall have no power to transfer amounts of one fund to another without the sanction of the Commander.

Auditing of
the account.

151. After the disbursement of pay, the balance sheet of every regiment shall be forwarded on the 25th of every month to the staff office for audit.

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VIII.

VIII.—Treasure, Funds, Public Moneys, etc.—*concl'd.*

152. Once in six months the accounts of the regiment shall be audited by the auditor in the presence of the Chief of the Staff, who will go to the regimental offices and check accounts according to the Daily-account-book.

153. Commanding officers shall not have power to make any new deductions or start any new fund in their regiments (except the usual deductions and usual funds) without the previous permission of the Commander.

New deductions and funds not to be made.

(Amanat fund.)

154. The officer commanding a regiment is permitted, with the concurrence of his officers and men, to establish an amanat fund, by means of which officers and men can obtain loans, when necessary, at a low rate of interest.

Amanat fund.

155. The working of the fund is to be supervised by a committee of officers and men of the regiment.

How supervised.

156. The rate of interest not to exceed 8 annas per cent.

Rate of interest

157. The instalments for the payment of a loan are so to be fixed that the full amount borrowed with the interest are liquidated within a year.

Instalments how fixed.

158. Officers and men are benefited much by the establishment of an amanat fund and it saves them from falling into the hands of the rapacious sahuکار.

Benefit of the fund.

Sec. IV.

Interior Economy.

IX.

IX.—Festivals.

Leave granted under certain conditions. **159.** Leave to Mahomedans, Hindus and Christians for festivals are allowed subject to the exigencies of the service.

List of festivals. **160.** The festivals for which leave is granted and the number of days for each are as follows :—

Mahomedan.

			DAYS.
Moharrum	6
Akhir Ocharshumba	1
Doazdahum-i-sharief	1
Yazdahum-i-sharief	1
Moula Ali Urus	2
Shab-i-barat	2
Ramzan	7
Bakreed	5

Hindu.

Pongal or Sankarant	1
Sivaratri	1
Holi	2
Ugadi	1
Raki Poonum	1
Kristna's birthday	1
Ganesh chowty	1
Anant chowdas	1
Mahalaya	1
Dasara	2
Depavali	1

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IX.

IX.—Festivals—*concl'd.**Christian.*

	DA S	
Ash Wednesday . . .	1	
Good Friday and Easter . . .	3	
Ascension day . . .	1	
Christmas . . .	8	
Corpus Christi	1	
Assumption	<i>Roman Catholics only.</i>	1
All Saints		1
All Souls		1

General.

Birthday of the King Emperor. 1

Do. of His Highness the
Nizam . . . 1

Formation of Hyderabad Imperial Service Troop, 21st August, to *H. I. S Troops only*... 1

Formation of Golkondah Brigade, 1st Jamadi-ul-awal, to *Golkondah Brigade only* . . . 1

15th July, to *Golkondah Brigade and H. I. S. Troops.*

161. Under the conditions in paragraph 159, *Fridays and Sundays.*
Mahomedans are allowed leave on Fridays and
Christians on Sundays.

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Interior Economy.

X.

X.—Bands.

Practice

162. Bands, buglers, and trumpeters, are not to practise on Sundays, nor should they ever be allowed to practise (when it can possibly be helped) in such places as to be a nuisance to the residents.

Cadence
music.

of **163.** It is essential that the band, the bugles, and the drums and fifes, when playing or beating for military purposes, particularly for the marches, should adhere strictly to the time which will allow, within the minute, the exact number of steps prescribed in the "Field Exercise." For this purpose, the music for the different cadences is to be practised under the direction of the serjeant-drummer (or serjeant-bugler,) with the plummet, until the prescribed cadence has been acquired. The band and the drums are to be frequently practised together, in order that, when relieving each other in the quick march, the cadence may be preserved uniformly and uninterruptedly. In like manner, cavalry bands are to be practised in playing for parade movements, so that the time corresponds to the general action of a horse at the paces prescribed for the "*trot*" and the "*gallop*."

Interior Economy

Sec. IV.

XI.

XI.—Recruit and Pension Boys.

164. No boy is eligible for establishment as a recruit or pension boy, unless he is the legitimate son of a sub-commissioned officer or soldier (effective, pensioned, or deceased). The sons of men discharged cannot be entertained without the special sanction of the Commander. The sons of non-combatants may be enlisted on the boy establishment when the sons of combatants are not available.

Sanction for
entertain-
ment.

165. No boys are to be enlisted as 'recruit boys,' or transferred to that class, but such as are intended, and will be eligible for eventual transfer to the ranks as effective privates. Boys intended to be employed as trumpeters, drummers, or musicians, are never to be admitted into this class. Recruit boys are not to be enlisted under 12 years of age, nor unless they are certified by the medical officer to be healthy, well limbed, and of size equal to their age. Orphans are invariably to have preference.

Recruit boys

Probationary
trumpeters
&c., not to
be of this
class: age
and size for
enlistment.

166. Recruit boys not under 13 years of age, may be transferred to the ranks, one inch below the regulated standard height, provided they are certified by the medical officer to be, in other respects fit and likely to grow. They are not, however, to be drilled with arms, until of a sufficiently matured strength for their use, nor are they to join the ranks, until perfectly capable of supporting the fatigue of duty. All lads transferred as above, are to be specially examined at the expira-

Transfer to
the ranks.

Age for drill.

Sec. IV.

Interior Economy.

XI.

XI.—Recruit and Pension Boys—*contd.*

Examination
after a year's
service

tion of one year from the time of their transfer, when, if they have not fully attained the standard height, or are in any other respect unfit for the ranks, they are to be reported to the Commander for discharge.

When not fit
for transfer
to the ranks

167. Any recruit boy who, at the age of 18, may not have attained the full standard height for private, or who may be in any other respect unfit for the ranks, is to be reported to the Commander for discharge. Officers commanding will be held responsible for all sums drawn for boys kept on the strength in contravention of this order. Commanding officers are also required to report to the Commander all recruit boys whom they may find at any intermediate period unlikely to become fit for transfer.

Age etc, for
admission to
pension boys'
establishment.

133. Orphan sons of sub-commissioned officers and soldiers may be admitted on the 'pension boys' establishment at any age under 14 years, and without restriction to eligibility for the ranks as privates. When there are no orphans for enlistment, the sons of old and deserving soldiers having large families, may be admitted as 'recruit or pension boys' under special sanction previously obtained from the Commander.

pension boys
for transfer
to recruit
boys.

169. Pension boys having attained the age of 12 years, and being of good character and conduct, and in other respects eligible, if declared fit by the

Interior Economy.

Sec. IV.

XI.

XI.—Recruit and Pension Boys—*contd.*

medical officer, are to be transferred as vacancies occur, to the class of recruit boys; but any lads who, from unhealthiness, unfitness for eventual employment as privates, or other cause, may not be eligible for transfer, are to be reported to the Commander for discharge on attaining the age of 14 years. Except strictly under these provisions, no pension boy is to be transferred to recruit boy, in the event of no pension boy being eligible for transfer on the occurrence of a vacancy, it is to be filled up by enlistment.

170. The recruit and pension boys are always to remain at the head-quarters of their corps, unless, on special occasions, the commanding officer may allow them to accompany their relatives and friends when detached for any length of time. None of the boys are to be attached to officers as servants, but, as designed eventually for the ranks, they are to be regularly trained and habituated to military discipline. All boys above four years of age, are to be made to attend regularly at the regimental schools. They are invariably to be vaccinated, if requisite immediately after enlistment. No boy will be allowed to have furlough from the regiment, except under urgent circumstances.

To be a head-quarters.

Not to be used as servant.

To attend school.

To be vaccinated.

Furlough.

171. The whole of the boys are to be formed under the adjutant's immediate management into

Under orders of the adjutant.

Sec. IV.

Interior Economy.

XI.

XI.—Recruit and Pension Boys—*contd.*

a regular half-squadron or company, which is to be divided into sections, to each of which, there will be appointed one havildar and one naique, the former being invariably selected from the recruit boys, the latter from either recruit or pension. The boys, thus selected, will be required to keep a roll of their respective squads, and will be held responsible for them in every respect.

Under whose
charge.

A havildar-major selected as the most intelligent and active of the boys, will have the general charge of the whole. He will collect the reports of squads and keep the roster for duty, under the superintendence of the drill-naique and drill-havildar, to whom he will make his regular reports. He will be exempted from all guard and orderly duty. No boy shall be eligible for the above ranks who cannot read or write sufficiently well to keep a roll of his squad.

Drill and edu-
cation

172. The boys are to be regularly drilled and instructed in every part of company drill (exercise with the rifle excepted), in the extension motions, and every practicable part of duties in garrison. They are to be individually taught the accurate pronunciation of every English word used in the drill, and must be made thoroughly acquainted with the signification of each. This is a point of considerable consequence, and every attention must be paid to it. They are also to be regularly

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Sec. IV.

XII.

XI.—Recruit and Pension Boys—*concltd.* XII.—Insanes.

practised in every kind of athletic exercise calculated to expand their chests, and to form and strengthen their limbs and muscles

They will be paraded for the above purpose once a day, either morning or evening, as, with reference to circumstances of season, etc., may be deemed expedient. Such boys, as from their youth may be unequal to this course of drill, may be exempted from it, but they will be required to attend twice a week, properly dressed, and will be taught the salute, facings, etc., care being had to grant them intervals of relaxation.

173. Whenever it may be necessary to reduce a havildar, or naique, or to inflict corporal punishment upon any of the boys, such reduction, or punishment, is to take place in the presence of the rest, paraded for that purpose.

Punishment
of boy havil-
dar, etc.

174. A register will be kept in the adjutant's office, in which will be entered the names of candidates for enlistment as boys, sons of deceased soldiers of the corps.

Register of
candidates.

XII.—Insanes.

175. Whenever any sub-commissioned officer, non-commissioned officer, or soldier appears to be insane, the officer commanding the regiment or detachment to which he belongs, will report the case to the officer commanding the force, who will

Committee.

Sec IV

Interior Economy

XIII.

XII —Insanes—*conclud* XIII.—Enrolment attestation and transfer.

direct the individual to be examined by a committee composed of at least two medical officers or (if this be impracticable) by a regimental committee, comprising the officer in command of the half-battalion, or squadron, to which the man belongs, and the medical officer in charge of the corps or detachment.

Admission to
lunatic asy-
lum

176. If the man be found insane, his case is to be brought to the notice of government, for his admission into a lunatic asylum

XIII.—Enrolment, attestation and transfer.

Enrolment.

177. Enrolment—see section X.

Attesting
officer

178. The officer before whom a person to be attested shall be taken, shall be the commanding officer of the corps or department in which such is about to be enrolled, as defined by section 5 (1) Army Act, or some magistrate.

Persons to be
enrolled and
attested

179. The following classes of persons shall respectively be both 'enrolled and attested' and 'enrolled' only, viz. :—

Persons to be both enrolled and attested.

Soldiers.

Dressers.

Compounders.

Interior Economy.

Sec. IV.

XIII.

XIII.—Enrolment, attestation and transfer—*conclld.**Persons to be enrolled only.*

Armourers.	Carpenters.	Lascars.
Barbers.	Chucklers.	Leechmen.
Bearers.	Clerks	Puckallies or
Bellows boys	Dhobies.	Bhisties.
Bullock drivers.	Hammermen.	Syces.
		Sweepers

180. The transfer of a soldier from one regiment to another will only be allowed under special circumstances which are to be fully detailed; and unless the transfer is made on purely public grounds, the State is not to be put to any expense in consequence of the transfer being granted.

181. On occasions of the transfer of officers and soldiers from one corps to another, the commanding officer will send with them a last pay certificate, their sheet rolls, and other necessary documents.

182. As a general rule, transfers should take place only on the last day of the month. A man transferred will be paid up to this date in his corps and struck off its strength. He will be taken on in his new corps from the following day.

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Interior Economy.

XIV.

XIV.—Mess Rules.

Transfers when to take place. 183. A committee consisting of the officer of the rank of captain as president, and two other officers as members, one of whom will act as secretary and another as treasurer to the committee, shall be nominated half yearly by the Commander to manage the affairs of the mess. Medical officers will have to serve as members of such committee when ordered to do so.

Mess committee. 184. The committee shall conjointly manage the affairs of the mess. Though the president shall be directly answerable to the Commander for the proper management of the mess and for the correctness of all accounts, yet the members of the committee shall be equally responsible with the president.

Rates of subscription. 185. The rates of subscription shall be as follows:—

Majors	Rs 10
Captains	„ 8
Lieut. 2nd in command	..	„	5
Lieutenants	...	„	4
Sub-lieutenants	...	„	3
Cadets	„ 2

Medical and veterinary officers according to relative rank.

Officers at out-stations shall pay half subscription.

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Sec. IV.

XIV.

XIV.—Mess Rules—*contd.*

Cadets on promotion to sub-lieutenants shall pay a donation of Rs 10 per cent on their salary.

186. Officers on the non-effective list or who have joined other branches of the service can, if they wish, continue to be members of the mess, so long as they pay their subscriptions, and wine and store bills within 15 days of the month in which the subscriptions and bills were incurred. Officers failing to comply with this rule shall cease to be members of the mess, and should such a case occur, a report shall be made to the Commander for his information.

Officers on
non effective
list

187. Officers (on the effective list) of the Imperial Service, Golkondah, and His Highness' household troops, shall be honorary members of the mess, but they shall also comply with rule 186 regarding payments of wine and store bills.

Officers of I.
S. T.
Golkondah,
and His
Highness'
household
troops.

188. Only on such occasions when guests are invited, shall any one not a member of the mess be admitted into the mess-house or compound; the committee or any member of the mess, noticing an infringement of this rule, shall have power to insist on the retirement from the mess premises of such intruder.

Admission of
guests.

189. The mess committee shall be held responsible, that all subscriptions, wine and store bills,

Responsible
bills.

Sec. IV.

Interior Economy.

XIV.

XIV.—Mess Rules—*contd.*

etc., are paid by officers out of the pay of the month in which they were incurred.

No member is to be allowed credit beyond half the amount of his pay.

190. The committee shall forward to commanding officers or head of departments a memorandum showing the amount to be deducted at pay table from each officer's pay.

Officers commanding regiments and in charge of departments, will cause the amounts deducted from officers' pay, on account of subscriptions, wine and store bills, etc., to be sent to the mess president within one week after receipt of pay for the month in which such subscriptions and bills were incurred.

Duties of
treasurer.

191. The duties of the treasurer will be as follows :—

- (a) That all monies shall be sent to the treasurer with a memo detailing on what account, that the treasurer may grant a receipt of all such monies received.
- (b) That all monies be lodged in the Bank of Bengal and all payments be made by cheques thereon.
- (c) All payments to be made by the treasurer, only on the written requisition of the president. Such requisitions to clearly

Interior Economy.

Sec. IV,

XIV.

XIV.—Mess Rules—*contd.*

specify on what account the payments are to be made.

- (d) It shall be the duty of the treasurer to keep the president informed of all sums remaining unpaid by members within a week after issue of pay, that they may be called upon to pay up at once in accordance with rule 189. The treasurer will also keep the president informed of all sums due by the mess, with a view that rules 193 and 194 be strictly followed.

192 The treasurer shall furnish the Chief of the Staff with a balance sheet on the 20th of each Fasli month, showing the cash balance brought forward from the previous month, the sums received and expended since the last balance sheet, and on the reverse what sums are due to the mess, and what sums are due by the mess; the original to be countersigned and filed in the mess.

Monthly
balance
sheet.

193. That the mess should not incur large liabilities; no more stores and wines (as are in constant demand) than three (3) months' supply are to be obtained at any one time, those of a lesser demand, no more than one or two months' supply.

Stores to be
limited to
requirements
Month.

Sec. IV.

Interior Economy.

XIV.

XIV.—Mess Rules—*contd.*

Subscriptions
and other
bills to be
paid quart-
erly.

194 Subscriptions for papers must be paid within the first three months of the year. Bills of stores and wines must be paid within three months from date of order—a second order should not be given, until the first has been settled in full

Accounts to
be closed
annually

195 The mess accounts shall be closed yearly at the end of each Fasli year, and shall then be audited by the auditor of the regular troops. The auditor's balance sheet shall be published for general information, by posting it on the notice

To be audited

General mee-
ting.

board, after which a general meeting of the members of the mess shall be ordered by the Chief of the Staff to assemble, that the members may acquaint themselves with the general state of the accounts.

Rules cannot
be made,
altered or
added with-
out official
sanction

196. No rule can be made, altered or added to, but by sanction of the Commander.

197. Any matter requiring the decision or sanction of the Commander shall be submitted by the president through the Chief of the Staff, as all other regimental matters are placed before the Commander.

Book of rules

193. A book shall be kept by the committee in which all rules, etc., sanctioned by the Commander or to be entered, it shall be always on the table for the information of the members.

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Sec. IV.

XIV.—Mess Rules—*concl'd.*

XIV.

199. All rules, etc., when sanctioned shall be notified to officers commanding regiments for information of members.

Rules to be notified to members

200. A general meeting of officers can be convened only by the Commander's order.

General meeting convened only by order

201. The committee shall always be ready to consider any proposition put forward by a member for the general welfare of the mess.

Committee to be ready to consider propositions.

202. For a ball or social gathering, the committee can, if it thinks fit, nominate a special committee for the occasion. No one not a commissioned officer or a civilian of relative rank to a commissioned officer shall be invited as a guest

Special committees.

Social position of guests.

203. Gymkhana, library and other special committees shall be responsible to the mess committee, for all expenditure made by them.

Special committees subservient to the mess committee

204. The accounts of the billiard table shall be kept separate from the wine and store account. The billiard table shall be made self-supporting as much as possible.

Billiard table to be separate and self-supporting.

205. Books to be kept: -

Books to be kept.

1. Stock book.
2. Daily receipt and issue book.
3. Daily account book of stores and wines, etc, taken by members, to be laid on the table daily for their inspection.
4. General account of the mess.
5. Profit and loss account.

Sec. IV.

Interior Economy.

XV.

XV.—Admission of cadets.

Candidates
to be
selected.

206. As a cadetship is the first step towards a commission, every possible care should be taken in the selection of candidates. Candidates will therefore be selected by the Commander with due regard to the following conditions:—

marks.

- | | |
|--|-------|
| (1) That they are Hyderabaddees. | } 500 |
| (2) That they are above 16 and under 22 years of age. | |
| (3) That they are of good family, smart and soldierly, of good appearance, and that their bearing and address is such as will command respect. | |
| (4) That their character and conduct are good, which should be certified to by a responsible officer of government. | |
| (5) That they have passed the Matriculation Examination in English, except that in the case of the sons of military officers they will have to satisfy the Commander that they have received a satisfactory education. | |

Interior Economy.

Sec. IV.

XV.

XV.—Admission of cadets—*contd.*

	marks	
(6) Candidates for cadetship will have to appear before a Medical board to be examined as to their physical fitness for military service ...	500	
Fair knowledge of Urdu and Persian ...	500	
Reading	500	
Special subjects, like drawing, sketching, foreign languages or high educational attainments	300	
Athletics and Gymnastics	200	}
Cricket, Football		

Candidates obtaining the highest marks in the above test will be taken on as probationary cadets for one year, at the end of which they will have to pass the examination for cadetships.

207. During their probation they will receive Allowance during probation.
only Rs. 50 a month.

208. At the close of the year of probation, the examination for cadetships will be held, and the successful candidates will be classed as follows :— Examination on close of year of probation.

Those obtaining more than $\frac{1}{3}$ marks in each subject and $\frac{1}{2}$ on the whole, will pass into the 1st class.

Those obtaining more than $\frac{1}{4}$ marks and less than $\frac{1}{3}$ in each subject and more than $\frac{1}{4}$ and less than $\frac{1}{3}$ on the whole, will pass into the 2nd class.

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XVI.

XV.—Admission of cadets—*conold* XVI.—Language Examinations

Those obtaining less than $\frac{1}{4}$ in each subject and less than $\frac{1}{3}$ on the whole, will be removed from the service.

those who
pass into
the 1st
class.

209. Probationary cadets passing into the 1st class, will be confirmed as cadets, and will receive from date of examination their full pay of Rs. 100 a month

those who
pass into
the 2nd
class

210. Those who pass into the 2nd class, may be allowed to continue as probationary cadets on Rs. 50 for another year ; but if, they at the end of this their second year of probation, fail to pass the examination into the 1st class, they will be liable to removal from the service.

XVI.—Language Examinations.

knowledge of
language
essential.

211. As it is very essential that European officers should have a fair knowledge of Urdu and officers who are natives of India should possess a fair knowledge of English, language examinations, as in the following paragraphs 212 and 213, will be held with the object of encouraging the study of those languages.

It will not be compulsory on all officers to pass these examinations, but those passing them, will have every consideration given them, and will be better entitled to staff appointments.

Interior Economy.

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XVI.

XVI.—Language Examinations—*contd.*

212. The Urdu standard will be as follows :— Urdu.

1.—*Lower standard, 100 Marks.*Lower stand-
ard.

(a) Reading and construing with accuracy, not less than one page of the undermentioned works ... 50

1. Muntakibul-hikayat (by Nazir Ahmed).

2. Khisas-i-Hind, Part II.

(b) Reading fairly and translating readily and correctly Urdu manuscripts ... 20

(c) Conversing with the examiners on subjects likely to occur in the performance of regimental duty, in the transaction of ordinary business, or in the course of every day life ... 30

The candidate will be required to ask, or to reply to, at least twenty questions in this test to the satisfaction of the examiners. The questions and answers to be written down by the candidate in the persian character.

i. Candidate failing to obtain thirty-five per cent. of the marks in each branch and forty per cent. on the whole, shall not be allowed to pass.

ii. Successful candidates will receive a certificate signed by the Commander and a

Sec. IV.

Interior Economy.

XVI.

XVI.—Language Examinations—*contd.*

reward of Rs 150. Their names will be published in divisional orders, and they will be brought to the notice of government.

II.—*Higher Standard, 200 Marks.*

Higher standard. The following are the tests for this examination :—

(a) Reading fluently and construing marks
with readiness and accuracy not
less than two pages from the under-
mentioned books ... 40

1. Taubat-un-Nasuh.

2. Nisab-i-Urdu (Government Press, Lahore).

(b) Written questions on the funda-
mental rules of Urdu grammar and
on the text-books ... 40

Kawaid-i-Urdu, Part II.

A thorough acquaintance with the idioms
used in the texts will be required.

(c) A *vivâ voce* translation into English
of a short article to be selected
from any of the leading Urdu news-
papers ... 15

(d) Translating *vivâ voce* into Urdu the
proceedings of a court-martial ... 15

Interior Economy.

Sec. IV.

XVI.

XVI.—Language Examinations—*contd.*

- (e) Translating accurately and with correctness of idiom and grammar a piece of 'easy' English prose into Urdu and *vice versa* ... 30
- (f) Reading and translating readily and correctly Urdu manuscripts ... 20
- These manuscripts may be selected from the proceedings of a case in court, from reports and petitions addressed to civil or military authorities, or from private correspondence.
- (g) Conversing with the examiners with fluency, or with such correctness of pronunciation, grammar and idiom, as to be at once intelligible... 20

The candidate will be required to enquire into a typical complaint and to give his written decision thereon ... 20

- i. Candidates failing to obtain thirty-five per cent. of the marks in each branch and fifty per cent. on the whole, shall not be allowed to pass.
- ii. Successful candidates will receive a certificate signed by the Commander and a

Sec. IV.

Interior Economy.

XVI.

XVI.—Language Examinations—*contd.*

reward of Rs. 250, and a silver medal. Their names will be published in divisional orders, and they will be brought to the notice of government.

III.—*High Proficiency. 250 marks.*

High profi-
ciency.

The following are the subjects for the high proficiency examination :—

High Proficiency.

		marks.
	(a) <i>Vivâ voce</i> .—Explanatory translation from the undermentioned books ...	50
URDU ...	{ 1. <i>Dewan-i-Hali</i> , the introduction only, pages 1 to 228.	
	{ 2. <i>Ab-i-Hayat</i> first half (Victoria Press, Lahore).	
"	{ 1. <i>Mirza Hairat's translation of Malcolm's History of Persia</i> , Vol. II.	
PERSIAN.	{ 2. <i>Anwar i-Suhaili</i> , Chapters I, II, and III.	
	{ 3. <i>Bostan</i> , Chapters I, II, and III.	
	(b) A paper of grammatical questions, and questions on the text-books ...	50
	(c) A written translation of a previously unseen passage in the language (to be selected from current literature of the day) into English and <i>vice versa</i> ...	60

Interior Economy.

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XVI.

XVI.—Language Examinations—*contd.*

- (d) Conversation in the language on the
leading current topics of the day... 30
- (e) Reading and translating at sight
manuscript in the language ... 25
- (f) Dictation in the language of a trans-
lation made at sight from a paper
in English placed before the candi-
date ... 35

i. Candidates failing to obtain forty per cent. in
each branch and sixty per cent of the marks
all round, shall not be allowed to pass.

ii. Successful candidates will receive a certifi-
cate signed by the Commander and a re-
ward of Rs. 500 and a gold medal. Their
names will be published in divisional or-
ders, and they will be brought to the notice
of government.

213. English standard which will be restricted English.
to officers, natives of India, will be as follows :—

I.—*Lower standard.*

100 marks. Lower stand-
ard.

- (a) To read with ease and correctness a
passage from the text book (Long-
man's New Reader for standard III) 5
- (b) To answer questions on the meaning
and subject matter of the text ... 20

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Interior Economy.

XVI

XVI.—Language Examinations—*contd.*

- (c) To write to dictation 6 words and 6 lines from the text 10
- (d) To transcribe in small hand on paper a paragraph from the same ... 5
- (e) Exercises on the Grammatical Primer (Christian Literature Society) including Syntax and Analysis of simple sentences 20
- (f) To translate into the candidate's vernacular a passage from the text book, and *vice versa* 20
- (g) To put and answer at least ten questions on regimental matters, or those on every day life; such questions and answers to be written down by the candidate in English. 20

Total marks ... 100

N. B.—(i) Candidates failing to obtain 35 per cent. of the marks in each section, and 40 per cent. on the whole, shall be disqualified.

(ii) Successful candidates will receive a reward of H. S. Rs. 150 and a certificate signed by the Commander.

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XVI.

XVI.—Language Examinations—*contd.*

The names of successful candidates will be published in divisional orders, and will be brought to the notice of government.

II.—Higher standard.

200 marks

Higher standard.

- (a) To read with ease, correctness and intelligence a passage from the text book (Dickens' Little Nell, abridged edition, published by Messrs. Bell and Sons) 5
- (b) To answer on paper questions on the text, with special reference to the meaning and subject matter, and illustration of the meaning of words, phrases and idioms ... 30
- (c) Exercises on the Manual of Grammar (C. V. E. Society); Analysis of complex and compound sentences; to supply ellipses and frame simple sentences to introduce correctly phrases and idioms with which the candidate should be familiar; to give conjugate forms, and change direct to indirect narration, and *vice versa*. 50
- (d) To translate ten lines of text from any work of ordinary difficulty in

Sec. IV.

Interior Economy

XVI

XVI.—Language Examinations—*contd.*

	the candidate's vernacular into English, and <i>vice versa</i>	40
(e)	To write from dictation a passage from the text, with the addition of a few words of moderate difficulty.	50
(f)	To transcribe in small hand on paper a passage from the text or any book	10
(g)	To converse fluently with the examiners on any subject, with due regard to correct pronunciation, grammar and idiom	25
(h)	To write a letter in English on any ordinary topic to be suggested by the examiner	25
Total marks		200

N. B.—(i) Candidates failing to obtain 35 per cent. of the marks in each section, and 50 per cent. on the whole, shall be disqualified.

(ii) Successful candidates will receive a reward of H. S. Rs. 250 and a silver medal, together with a certificate signed by the Commander. The names of

 Interior Economy.

Sec IV

XVI.

XVI.—Language Examinations—*contd.*

successful candidates will be published in divisional orders, and will be brought to the notice of government.

III.—*High Proficiency.*

250 marks High proficiency.

(a) There shall be four papers on the English language, as under —

(i) One of the text books prescribed
(prose and poetry) 80

N. B.—The text books will be : those for the Matriculation examination of the Madras University for the current year.

(ii) On the grammar, structure and idiom of the language (as contained in Nesfield's English Grammar series Bk. iv) which will test the candidates' ability to analyse sentences, to explain and re-cast forms of expression, to change direct to indirect narration, and *vice versa*, and to explain the figures of speech and express, them, in unfigurative language 50

(iii) On paraphrasing and composition ... 30

(iv) On translation from the candidate's vernacular into English, and *vice versa* 40

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XIV.

XVI—Language Examinations—*concl'd.*

(b) Reading and translating a manuscript at sight	25
(c) Conversation in English on the cur- rent topics of the day	25
Total marks				250

N B.—(i) Candidates failing to obtain 10 per cent. of the marks in each branch, and 60 per cent. of the whole, shall not be allowed to pass.

(ii) Successful candidates will receive a reward of H S Rs. 500, and a gold medal, together with a certificate signed by the Commander; their names will be published in divisional orders, and they will be brought to the notice of government.

Discipline

Sec. V.

I.

SECTION V.—DISCIPLINE.

- | | |
|--|---|
| I.—General instructions. | V.—Courts of Inquiry committees and boards. |
| II.—Administration of discipline. | VI.—Estates of officers and soldiers. |
| III.—Courts-martial. | VII.—Deserters. |
| IV.—Summary Courts-martial and panchayats. | VIII.—Military prisoners. |

I.—General Instructions.

1. A commanding officer cannot pay too much attention to the prevention of crime, but he must bear in mind that the absence of crime, and not its screened existence, is the criterion of a well established discipline. For first offences not of an aggravated character, mild reproof and admonition are to be tried, and punishment is not to be resorted to, until a repetition of the offence shall have shown that the milder treatment has not been productive of the desired effect.

Prevention of crime.

2. As it is desirable to keep up in all ranks of the army a proper feeling and high sense of honour, by which the correct and willing discharge of duty will be best ensured, officers of every rank should be impressed with the advantage which they individually, their own corps, and the service at large, will derive from the adoption towards the non-com-

Treatment of soldiers.

Sec. V.

Discipline.

I.

I—General Instructions—*contd.*

missioned officer and private soldier of a system of command and treatment which shall ensure respect towards superiors.

Observance
of the rule
by non-
commis-
sioned off-
cers.

3. Officers are not only to observe this injunction themselves, but they are to require it to be observed by the non commissioned officers; and the example of officers will have the effect of checking the use of improper and offensive terms on the part of the non-commissioned officers towards the private soldiers. If acts of intentional neglect or of insubordination should take place, and the means of correction and punishment, authorized by the regulations of the service have to be resorted to, these measures will have double effect if not preceded by intemperate language.

Reproving
non-com-
missioned
officers.

4. Officers are to avoid reproving non-commissioned officers for any irregularity, neglect of duty or awkwardness, in the presence or hearing of the privates—unless it shall be necessary for the benefit of example that the reproof be public—lest their authority should be weakened and their self-respect lessened.

Responsi-
bility of
officers in
general.

5. Officers are at all times accountable for the maintenance of good order, and the rules and discipline of the service, and they are to afford in these respects the utmost aid and support to the commanding officer. It is their duty to take notice of, repress, and instantly report, any negligence or

Discipline.

Sec. V.

I.

I.—General Instructions—*contd.*

impropriety of conduct in non-commissioned officers and private soldiers, whether on duty or off duty, although the offenders may not belong to their particular regiment, troop, battery, or company.

6. A commanding officer should impress upon all under his command, by every means in his power, the propriety of civility and courtesy in their intercourse with all ranks and classes of society, and should particularly caution them to pay proper deference and respect to magistrates and all civil authorities.

Civility and courtesy to be used to all ranks of society.

7. With a view to maintain order and regularity within the lines of a regiment, every corps may employ a few steady soldiers to act as regimental police, under the superintendence of a sub-commissioned officer, or non-commissioned officer. The number of men for this special service, will vary according to circumstances, but, ordinarily, three or four men should suffice.

Regimental police.

8. Officers and soldiers are prohibited from publishing or communicating to the press, without special authority, either directly, or indirectly, information relative to the numbers, movements, or operations of the troops, or details regarding fortifications, armaments, or experiments made in connection with military matters. They are not to attempt to prejudice questions under investigation,

Communication to the press prohibited

Sec. V.

Discipline.

I.

I.—General Instructions—*contd.*

by the publication, anonymously or otherwise, of their opinions.

Praise or censure of superiors forbidden.

9. Deliberations or discussions among any class of military men, having the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in His Highness' service, are strictly prohibited, as being subversive of discipline, and an assumption of power which belongs to His Highness alone, or to those officers to whom the command and discipline of the troops may be entrusted by him.

Presents and testimonials.

10. Every officer will therefore be held responsible who shall allow himself to be complimented by officers, non-commissioned officers, or soldiers, who are serving, or who have served, under his command, by means of presents of plate, swords, &c., or by any collective expression of their opinion. Commanding officers should also prohibit the practice of raising subscriptions for the purpose of presenting testimonials in any shape to superiors on quitting the service, or on being removed from their corps.

Meetings in line prohibited.

11. All meetings in the lines of corps for any purpose whatever, are strictly prohibited, except with the sanction of the commanding officer.

Soldiers not to remove shoes.

12. Soldiers dressed in uniform are not to remove their boots or shoes on entering a room to make a report, or on other duty.

Discipline.

Sec. V.

II.

I.—General Instructions—*concl.* II.—Administration of Discipline.

13. Soldiers are permitted to wear their native clothes when proceeding on leave, or in the station when not on duty, or when visiting their officers off duty. Commanding officers should require them to adopt a clean and respectable dress. Soldiers in native dress.

14. No soldier, on or off duty, or on leave, is to be permitted to assume the appearance of a fakir in his dress or person, nor to be painted, nor to wear any marks whatever on his face, or conspicuous earrings, when on duty. Soldier not to appear as a fakir.

15. No person subject to the Army Act is allowed to bring any intoxicating liquor into a cantonment, or lines of a regiment, without the permission of the commanding officer; and any person disobeying this prohibition, becomes liable to be punished by court-martial, for conduct to the prejudice of good order and military discipline. Intoxicating liquor not to be brought into lines.

16. All gambling is strictly forbidden in garri-sons, cantonments and camps. Gambling forbidden.

II.—Administration of Discipline.

17. Military custody is defined in the Army Act, section 3 (12) 1309 Fasli, as the arrest or confinement of a person, section 101 makes it the duty of the commanding officer or other superior officer, if he considers the person accused of any offence Military custody.

Sec. V.

Discipline.

II.

II.—Administration of Discipline—*contd.*

should be tried by court-martial, to order the accused to be placed in military custody; and paragraph 2 of the same section lays down that no such person shall be detained in military custody longer than is necessary for the purposes of justice.

Arrest and
confinement.

18. Arrest and confinement shall be carried into effect as prescribed in Rules of Procedure, Manual of Military Law.

Duties of
commander
of guard and
provost-
marshal.

19. Attention is particularly directed to section 64 (2) of the Army Act, 1309 Fasli, which makes it the duty of an officer or non-commissioned officer who commits any person into military custody to deliver, at the time of committal, or as soon as practicable, but, under any circumstances, not later than twenty-four hours thereafter, to the officer, non-commissioned officer or provost-marshal into whose custody the person is committed, an account in writing, signed by himself, of the offence with which the person so committed is charged. If the account in writing, termed the "crime," is not delivered at the time, a verbal report to the same effect is to be made. If the crime is not received within twenty-four hours, the commander of the guard will either take proper steps for procuring it, or report the circumstance to the officer to whom his guard report is furnished, who, if the crime, or other evidence sufficient to justify the detention, is not forthcoming, will, at the expira-

Discipline

Sec. V.

II.II.—Administration of Discipline—*contd.*

tion of forty-eight hours from the time of commitment, order the release of the prisoner. In order to comply with the provisions of paragraph 3 of the said section, the name and offence of every prisoner, and the rank and name of the officer or other person by whom he is charged, are to be entered by the commander of the guard in his guard report, and the original crime, or a copy thereof, is to be forwarded to the commanding officer of the prisoner. The above particulars respecting every prisoner received over in custody by the commander of a guard are in like manner to be entered in his guard report.

20. If a private soldier refuses to obey an order distinctly given, or resists the authority of a non-commissioned officer, he is to be confined without altercation, and a report is immediately to be made to the officer commanding his troop, battery, or company, or to the adjutant. When a non-commissioned officer has occasion to confine a soldier for any offence, he should invariably obtain the assistance of one or more privates to conduct the offender to the guard-room, and should himself avoid in any way coming in contact with him, except under unavoidable circumstances.

For disobedience of orders.

21. On a prisoner being committed to the charge of a station guard, the commander of it is to

Prisoners committed to a station guard.

Sec. V.

Discipline.

II.

11.—Administration of Discipline—*could*.

report the same to the garrison officer of the day and forward a copy of the charge.

The garrison officer of the day will then take steps for the prisoner being handed over to his corps.

22. A prisoner once committed to a station guard is not to be released, except by order of the garrison officer of the day or by that of the officer commanding the station, in which latter case, the garrison officer of the day, will be informed of the circumstance.

Escort for
prisoners.

23. Whenever [a prisoner is allowed to quit a guard on any necessary occasion, he is to be attended by two or more of the guard; and no two or more prisoners are to go out together save to be brought before the commanding officer.

Dress of pri-
soners.

24. Soldiers whilst under examination or trial are to be deprived of any articles they can make use of as missiles, and are to appear without arms and accoutrements.

Rules for in-
vestigation.

25. The investigation of charges shall be carried into effect as prescribed in the Rules of Procedure, Manual of Military Law. Every officer before whom a charge is investigated, and who does not dispose of it summarily, will be careful to avoid any expression of opinion as to the guilt or innocence of the person charged.

Discipline.

Sec V.

II.

II.—Administration of Discipline—*contd.*

26. All charges against soldiers will be investigated without delay, in the presence of the prisoner. Prisoners should be disposed of daily, and, when practicable, in the morning. They will be previously examined by a medical officer with a view to their being admitted to hospital, if not in a fit state to undergo punishment. Charges for minor offences against private soldiers should usually be investigated and disposed of by officers commanding troops and companies. All charges not so disposed of will be investigated by the commanding officer. The officer commanding the troop or company will attend with the company defaulter book.

27. The award of the commanding officer, or his decision in each case, will be entered in the guard report or minor offence report, as the case may be, and signed by him. The award of punishment by officers commanding troops and companies will be reported to the commanding officer before the hour for the disposal of prisoners, and together with any remissions or remarks which the commanding officer may find it necessary to make, will be entered in the minor offence report for the day below the cases disposed of by the commanding officer. This report, after being signed by the commanding officer, will be attached to the guard report of the day. If a prisoner in the guard-room is remanded

Entry of
award.

Sec. V.

Discipline.

II.

II.—Administration of Discipline—*contd.*

for further inquiry, his case will be brought under review daily until disposed of, and the order for remand will be entered daily in the guard report by the commanding officer. Awards of punishments will be entered into defaulter sheets and sheet rolls, from the guard reports.

Dismissal of
charge.

28. It should be borne in mind that, except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful if the evidence will secure a conviction. In such a case the charge should not be proceeded with. A commanding officer is required by the Rules of Procedure Manual of Military Law to dismiss a charge if in his discretion he thinks that it ought not to be proceeded with.

Liability to
further pro-
ceeding.

29. If, on the investigation of a charge for an offence, sufficient evidence is not forthcoming as to whether the accused has or has not committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest or confinement, and ordered to do duty without prejudice to his re-arrest at a future time when further evidence is forthcoming, and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no

Discipline.

Sec. V.

II.

II.—Administration of Discipline—*contd.*

probability of sufficient evidence being obtainable within a reasonable time, the prisoner should be released and the case dismissed.

30. If when a soldier is charged with an offence, another offence, the investigation of which cannot be immediately completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, and the charge for the other offence will be dealt with as prescribed in para. 28.

Disclosure of a further charge during investigation of an offence.

31. Non-commissioned officers are not to be subjected to summary or minor punishments, but they may be reprimanded, or severely reprimanded by the commanding officer. When an offence committed by a non-commissioned officer is of such a nature as to require admonition only, it should not be entered against him in the defaulter book. Acting, lance, and provisional non-commissioned officers may be ordered by a commanding officer to revert to their permanent grade. A private soldier may be admonished, but is not to be reprimanded.

Reprimand, admonition and reversal from acting appointments

32. It is important that uniformity of system should exist in the mode of estimating and recording the characters of soldiers. With this view the following terms only are to be used, *viz.*,—very good,—good,—fair,—indifferent,—bad,—and very

Recording characters of soldiers.

Sec V.

Discipline.

II

II.—Administration of Discipline—*contd.*

bad. If a soldier's character has recently changed; and in the opinion of the recording officer it cannot be properly described by any of the above terms without qualification, the word "latterly" may be used as a prefix. In estimating character, officers are primarily to ground their opinions on the documentary records; but a man's deportment as a soldier, his cleanliness, and the manner in which he has performed his several duties, should at the same time be considered in his favour.

(Punishments.)

System of
punishment
not to be
changed

33. Officers are not to introduce or adopt any system of punishment for minor offences, which may be in any respect at variance with the Army Act.

Punishment
drill how to
be carried
out.

34. 'Punishment drill' is to be carried out in marching order and by a non-commissioned officer to be detailed under regimental arrangements for the duty.

Labour for
imprison-
ment.

35. Persons undergoing imprisonment, by the award of a commanding officer, are to be put to 'punishment drill,' and will, in addition thereto, be employed for not less than two, and not exceeding six, hours daily in cleaning accoutrements, or on such labour as clearing and levelling the parade ground, or any spade work under such supervision as the commanding officer may consider necessary.

Discipline.

Sec V.

III.

II.—Administration of Discipline—*conclud.* III.—Courts-martial—*contd.*

In the cavalry, this labour may take the form of cleaning the horses of absentees, at the discretion of the commanding officer

Prisoners will, as possible, be subjected to separate confinement during the hours they are not at 'punishment drill,' or fatigue duties; but they will, as a rule, be associated together while so employed.

Prisoners not
to be confin-
ed together

Three or more may be imprisoned together in case of necessity, but two prisoners should never be locked up together.

III.—Courts-Martial.

36. The Rules of Procedure, Manual of Military Law contain full instructions respecting the framing of charges, the duties of officers preliminary to trial, the convening of courts-martial, the forms of proceedings, the procedure during trial, and the confirmation and revision of findings and sentences.

Rules of
Procedure.

37. In deciding as to the description of court before which a charge for an offence shall be tried, officers in superior command will bear in mind that there are few crimes which cannot effectually be dealt with by district courts-martial, the powers given to which are usually ample for the maintenance of discipline among the non-commissioned officers and privates. The higher tribunal of a general court-martial should therefore not be resorted

When re-
cours
should be
had to
superior
courts.

Sec V.

Discipline.

III.

III.—Courts-martial—*contd.*

to, except in aggravated cases of offences, but when in consequence of the state of discipline in a garrison, or corps, a serious example is expedient, or the offender bears a bad character, and severe punishment is required, a general court-martial may properly be held.

On the other hand, if the offender bears a good character, or is a young soldier, and has acted presumably in ignorance of the serious obligations of discipline, or if the offence has been committed for the first time, or without premeditation, or under provocation, the lower tribunal of a regimental court-martial may be sufficient to check crime, and bring the offender to a due sense of his fault.

validity of
unauthori-
zied pro-
ceedings.

38. If a soldier has been tried by an inferior court without the authority herein prescribed, the validity of the proceeding is not affected thereby, and the conviction, if otherwise sustainable, will hold good.

offences
against
superiors.

39. In the instance of offences against superiors the principle should be acted upon that an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office ; also that in ordinary circumstances and especially in the more trivial classes of this offence the lower the rank of the superior officer against whom the offence is

Discipline.

Sec. V.

III.

III.—Courts-martial—*contd.*

committed, and consequently, the less the distance by which he is separated from the position or rank of the offender, the less will be the gravity of the offence.

40. The discipline of the army depends in great measure on the 'summary court-martial.' When a soldier or other amenable to the Army Act has committed an offence which is ordinarily triable by summary court-martial, commanding officers, when determining by what class of court the prisoner is to be tried, are to bear in mind that the legislature, in conferring upon them the powers of a summary court-martial, intends that they shall exercise these powers.

Powers of summary courts-martial to be exercised

The cases ought therefore to be few which should be remanded for trial by regimental court-martial; and trial by this class of court, is to be restricted as far as possible.

41. The duties devolving upon members of courts-martial are of the most grave and important nature, and in order to discharge them with justice and propriety, it is incumbent upon all officers to apply themselves diligently to the acquirement of a competent knowledge of military law, and the practice of courts-martial.

Officers on joining to attend trials.

42. With this object in view, officers will be required on their entrance into the army to attend for instruction the proceedings of all regimental

Duties devolving on members.

Sec. V.

Discipline.

III.

III.—Courts-martial—*contd.*

courts-martial, and such general and district courts-martial as the officer commanding at the station may direct, cases for at least six cases from the date of their joining; and they are not to be nominated members of courts-martial, even if legally qualified to sit, until their commanding officer shall deem them perfectly competent to perform so important a duty.

ppointment
of prose-
cutor.

43. No officer should be appointed as prosecutor to a court-martial who is not fully competent to conduct the proceedings, and in difficult cases the convening officer will select an officer specially qualified to perform this duty. If no such officer is available in his command he should apply as soon as possible to superior authority for the services of one.

uties of
Prosecutor.

44. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence and to take care, especially when the prisoner is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the prisoner. Drunkenness is no excuse for the commission of a crime, but if the charges against a soldier do not allege drunkenness, and he was drunk at the time he committed an offence charged, the prosecutor should bring out this fact in evidence.

Discipline.

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III.

III.—Courts-martial—*contd.*

45. Prisoners ordered for trial are to be examined by a medical officer on the morning of each day the court is ordered to sit, and commanding officers will be held responsible that no prisoner is brought before a court-martial if in the opinion of the medical officer he is unfit to undergo his trial.

Prisoners
not to be
tried if
medically
unfit

Officers, warrant officers, and dressers are not to be medically examined before trial.

46. Prisoners brought before a court-martial will be attended by a officer or non-commissioned officer having them in custody, or by an escort. The officer or non-commissioned officer in charge will be responsible for their safe conduct, but will obey the directions of the court while the prisoner is in the court. Prisoners will not be handcuffed, unless it is absolutely necessary for the purpose of preventing their escape or rescue, or of restraining their violent conduct.

Position of
prisoners
during trial.

(Charges.)

47. Commanding Officers should seek the advice of the Judge Advocate or the officer acting in that capacity, in any case where doubt exists as to the manner in which a charge should be framed for submission to a regimental court-martial.

In cases of
doubt and
difficulty
the Judge
advocate
General to
be consult-
ed.

Any case of doubt or difficulty should always be referred to the Judge Advocate, more especially charges of civil offences, and offences connected

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Discipline.

III.

III.—Courts-martial—*contd.*

with accounts, or which are of a fraudulent nature, as distinct from ordinary theft.

Civil Officers.

48. When a person subject to military law is accused of an offence under Section 145 of the Army Act, against the person or property of a person not attached to, or not being in any way connected with the troops, the Commander and other officers commanding, will as a general rule, and when the charge is of a grave nature, at once move the magistrate to take charge of the case the accused being made over to the magistrate for all purposes of inquiry, and if necessary, subsequent trial.

Examination
of charges.

49. All charges preferred against an officer or soldier and the circumstances on which they are founded, are to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficiently conclusive to justify the arraignment of the accused before a court-martial. The officer ordering trial should be careful to avoid any expression of opinion as to the guilt or innocence of the prisoner.

Drunkenness
on duty.

50. Drunkenness on duty includes drunkenness on parade, and drunkenness on the line of march during the whole period of time, between the date of departure and the date of arrival at destination.

Discipline.

Sec. V.

III.

III.—Courts-martial—*contd.*

51. Charges for trial by general and district court-martial will be submitted in Urdu and English English

52. The crime of theft from a comrade should, as a general rule, unless there are peculiarly complicated circumstances in connection with the case, be dealt with by court-martial in preference to being tried by the civil power. Crime of theft.

53. When the substance of a charge is improper language, it is necessary to insert the expressions used or part of them, and to allege that they, were in substance and to the effect as set out. Improper language.

54. When a prisoner is charged with any loss or damage, the sum of such loss or damage is to be specified in the particulars of the charge; and the amount of the stoppages (proof having been given) is to be specified in the sentence. Stoppages for loss or damage.

Articles of *Necessaries*, are not to be specified in the sentence, nor are stoppages to be awarded for them; articles of *clothing*, and articles of *equipment*, are to be specified, and stoppages for them awarded.

55. When a soldier holding an appointment is brought to trial by court-martial, he is to be Prisoner how to be designated.

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Discipline.

III.

III.—Courts-martial—*contd.*

arraigned in his 'army rank' with his appointment also designated, thus—

Private (Trumpeter) A. B

Sergeant (Serjeant Drummer) C. B

Corporal (Lance Sergeant) D. E.

Private (Lance Corporal) G. H.

Sowar (Lance Duffadar) R. B.

Sowar or Private (Lance Naick) N F.

(the name to be given in full).

A direction to cease to do duty as an acting non-commissioned officer, is to form no part of the sentence, but reduction will be awarded in the case of any person described as holding permanent non-commissioned rank, when the sentence includes imprisonment.

(Miscellaneous.)

Hours of
sitting

56. The hours during which courts-martial are to sit will in the cold season be between 11 a. m. and 4 p. m. and in the hot season between 7 and 11 a.m.

11 books and
orders to be
placed before
foreaccount.

57. All official books and 'orders' having reference to courts-martial, are to be laid before every court when sitting.

he station-
ery by
whom sup-
pl. d.

58. The stationery required for all military courts and boards, is to be supplied by the Staff officer of the convening officer.

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III.

III.—Courts-martial—*contd.*

59. Presidents are responsible that the proceedings of courts-martial, not attended by Judge Advocates, or Superintending officers, are fairly and accurately recorded, in a clear and legible hand, without abbreviations and erasures; and when they cannot write legibly themselves, they should employ a member to write for them. If interlineations—which should be avoided as much as possible—are necessary, they are to be initialled by Judge Advocate, President, or Superintending officer. The pages are to be numbered consecutively, and the sheets are to be fastened together. Care is to be taken that sufficient space (at least half a page) is left immediately below the signature of the President, for the signature and remarks of the confirming authority.

Proceedings to be accurately recorded.

60. On no account whatsoever are any alterations or additions to be made in the record of the proceedings of a court-martial, after promulgation.

No additions or alterations to be made after promulgation.

61. Foreign words are not to be entered in the proceedings of court-martial, except where the precise terms are of importance, when they should be exactly quoted and translated.

Foreign words to be quoted and translated.

62. All letters, memoranda, or copies thereof, containing instructions to a court for a revision, are to be attached to the proceedings.

All instructions for a revision to be attached.

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Discipline

III.

III.—Courts-martial—*contd.*

63. When an original document is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be indispensable to annex the original to the proceedings. When the original is required for record, a certified copy should be made and produced to the court, together with the original, and the latter, when done with, will be returned to the proper custodian of it.

64. Where precise information as to the locality of the offence is likely to be of use in understanding the case, a plan drawn to scale, is to be sent up with the papers. Papers in the *vernacular* should always be accompanied with a translation.

65. When application has been made for a court-martial, no witness is to be allowed to quit the station, except in case of sickness or of public emergency. The death, or unavoidable absence, of a material witness is to be at once reported.

66. An officer employed on court-martial duty is not to be allowed to leave the station, without leave from the officer under whose orders the court is held.

(Sentences.)

67. A court-martial in passing sentence will have regard primarily to the nature and degree of the offence and the previous character of the prisoner as proved in evidence, and all convictions for

Discipline.

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III.

III.—Courts-martial—*contd.*

offences committed by a soldier, whether by courts-martial or civil courts since his first enlistment, including any time passed in a state of desertion, may be given in evidence against him. The court will further consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment they will keep in view the period of the year in which the prisoner has to suffer. In ordinary circumstances and for a first offence a sentence should be light, and it should be remembered that, except that with hardened offenders, short sentences are likely to be as effective as long ones. Sentences must vary according to the requirements of discipline, and no precise rule can be laid down; but for the lesser class of offences usually tried by district courts-martial it may be taken as a guide that in case of a first conviction by court-martial a sentence of imprisonment should rarely exceed three months.

(Confirmation and Promulgation.)

68. It is the province of a confirming officer, by a proper exercise of his powers of commutation or mitigation, where necessary, to regulate the amount of punishment awarded by courts-martial in his command, and to take care that no sentence is heavier than the interests of discipline and the

Confirming
officer to re-
gulate pun-
ishment.

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III.

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III.—Courts-martial—*contd.*

merits of the particular case require, and that the findings and sentences are legal.

Recording of
remarks

69 A confirming officer, when the proceedings require confirming, will record such remarks as may seem to him fit on any matter connected with the trial, and may direct his observations to be promulgated, either with the proceedings, or as he may think most desirable. When, however, he finds it necessary to comment on the inadequacy of a sentence, his remarks are not to form part of the minute of confirmation or to be attached to the proceedings, but will either be communicated in a separate minute to the members of the court, or, in exceptional cases, where in the interests of discipline a more public instruction is required, will be made known by publication in the orders of the command.

Remarks in
cases of ac-
quittal

70. If an officer who would have confirmed the finding and sentence of the court had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the prisoner has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of superior authority.

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III.

III.—Courts-martial—*concl'd.*

71. If it appears to a confirming officer that the proceedings of a court-martial are illegal, and he has not confirmed the finding and sentence, he will withhold his confirmation; and if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt on the subject he may refer the case for the opinion of superior authority. If the proceedings can be legally sustained, but an irregularity has occurred, the conviction may be allowed to take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the prisoner. The same rule will apply when the proceedings of a court-martial, after confirmation has been given, come under review of any other authority competent to deal with the case. Except as above provided, when a soldier has been tried and sentenced by court-martial, and the proceedings have been confirmed but the sentence has been wholly remitted, the remission does not include any penalty or forfeiture consequent on the conviction.

To withhold confirmation from illegal proceedings.

Cases of irregularity only.

Defects discovered after confirmation.

Effect of remission of entire sentence.

72. The proceedings of courts martial, including the charge, finding, sentence and confirmation will be promulgated whenever practicable by being read out on parade, or in such other manner as may be directed for the particular occasion.

Promulgation of Courts Martial.

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Discipline.

IV.

IV.—Summary Court-Martial and Panchayats.

When summary courts-martial prohibited to try certain offences.

73. The law relating to summary courts-martial and the rules and regulations for conducting them, are contained in the Army Act. Summary courts-martial may now try any offence, but commanding officers should pay particular attention to the prohibition placed on the trial by summary courts-martial of certain offences, unless there is emergent reason for immediate action, and reference to superior authority cannot be made without detriment to discipline.

No officers to attend trial

74. If any officer authorised to hold a summary court-martial, has not two officers under his orders available to attend the trial, he is to apply to superior authority for the services of two officers.

Extension of jurisdiction.

75. When the jurisdiction of a summary court-martial is extended under the Army Act, Section 94, the fact is to be certified in a minute at the foot of the charge, to be signed by the Staff Officer of the officer authorising the trial, as follows: 'For submission to a summary court-martial by order of, etc., etc. When this authorisation is not obtained, the commanding officer must report his reason for acting on his own authority.

(Panchayats).

Nature of matters for settlement by panchayats.

76. Matters of a private nature, such as the settlement of private disputes amongst the men, or between them and the buniahs, and the like, may,

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IV.

IV.—Summary Court-martial and panchayats—*contd.*

by the consent of the litigating parties, be submitted to the decision of 'Panchayats;' but all offences of a public nature involving the discipline of a corps, and all criminal cases, must be referred to the regular tribunals.

77. On all occasions of the assembly of panchayats, the following rules are to be observed:—

Rules.

(a) When a panchayat is to be assembled, the substance of the matter in dispute is to be briefly stated in writing; the appointments of the arbitrators and of the umpire are to be recorded, and also the agreement of the parties to the dispute to abide by the decision of a majority of the panchayat and to authorise the commanding officer to carry out such decision, provided that such decision is legal in itself, and that the redress awarded can be afforded in the manner prescribed.

(b) The 'Panchayat' is to be constituted as follows:—Each of the parties, complainant and defendant, is to appoint two arbitrators, and the commanding officer is to appoint an umpire in order to prevent an equality of votes. If it be inconvenient to employ so many arbitrators, each party is to appoint one

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IV.

IV.—Summary Court-martial and panchayats—*contd.*

only, and the commanding officer a third. The members of the panchayat will sit according to their military rank, the senior presiding. No arbitrator is to be of a rank inferior to either of the litigating parties, and the higher the rank of the arbitrators, the more respectable the Panchayat will be considered.

- (c) The essential substance of the statements of the parties and of the witnesses is to be recorded on the face of the proceedings of the panchayat, in continuation of the entry of the matters stated in clause (a) and the award of the majority is to be signed by the president, as is the case with sentences of courts-martial. The proceedings, when completed, are to be submitted to the commanding officer.
- (d) When a panchayat awards redress in the shape of pecuniary damages to be paid to the complainant by the defendant, such damages are not to exceed in amount the aggregate of the pay and allowances of the defendant for six months; and in satisfaction of such award of damages, when payment is not made, or arranged for at once by the defendant, no more than one-half of the

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IV.—Summary Court-martial and panchayats.—*concl'd.*

V.—Courts of Inquiry committees and boards.

defendant's pay and allowances is to be deducted from him in any one month.

- (e) The commanding officer cannot set aside an award on the ground of his dissenting from it on the merits of the case, but he must carefully abstain from any procedure contrary to law, or from commencing any course of procedure which cannot be completed. In either case, whether of the award being illegal, or of its being incapable of being carried out as directed, the panchayat should be re-assembled to revise the award.

V.—Courts of Inquiry Committees and Boards.

78. The Rules of Procedure contain full instructions respecting the assembly, duties and proceedings of Courts of Inquiry and the Army Act those for Courts of Inquiry on deserters and persons absent as prisoners of war. Rules for
courts of
Inquiry.

79. Officers who are not empowered to exercise military command outside the special branch or department of the army in which they are serving, are not entitled, by virtue of any rank they may hold, to the presidency of Courts of Inquiry, Committees, or Boards, except such as are composed exclusively of officers over whom they exercise President.

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Discipline.

V.

V.—Courts of Inquiry committees and boards—*contd.*

military command. They may however be appointed presidents when, in the opinion of the officer convening the Board, it is desirable that they should act in that capacity.

Departmental officer.

80. When the assistance of a departmental officer is required for a Court of Inquiry, Committee, or Board, and the rank of such officer corresponds to a rank superior that of the officer who has been appointed president of the same, the departmental officer should not be detailed as a member, but should be directed to attend at the inquiry to furnish a report in writing, or to give evidence in person as a witness if required to do so by the president.

Equipment lost, injured &c.,

81. When stores, or articles of clothing and equipment of any kind, are lost, stolen, destroyed, or injured, or when deficiencies are discovered, the circumstance will at once be brought to the notice of the Commander or other Officer Commanding, in order that it may be investigated by a Court of Inquiry, which will be composed, if possible, of officers not belonging to the unit or department concerned. The following will be the subsequent procedure in such cases—

- (a). If the deficiency or injury appears to have been due to neglect of duty, or to any other offence under the Army Act, the Commander or other Officer Com-

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V.—Courts of Inquiry committees and boards—*contd.*

manding, will either convene a Court-Martial, or apply to the Military Secretary for authority to allow the individual responsible to pay all or a part of the value of the stores or equipment deficient or injured, instead of being tried by Court-Martial, or of being removed from his appointment or from the service.

- (b). If the deficiency or injury does not appear to involve an offence under the Army Act, the Commander, or other Officer Commanding, will, in the absence of satisfactory explanation, report to the Military Secretary, whether he recommends that the individual responsible should be permitted to pay the amount or a part of the value of the stores, or be superseded in promotion, or removed from his appointment.
- (c). If the Court of Inquiry find that a satisfactory explanation has been given of the deficiency, or injury, and such finding be approved, application is to be made for authority to write off the loss.

82. Station committees when assembled to re-
port upon clothing and equipment issued which
have been condemned by regimental committees

Station committees.

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VI.

V.—Courts of Inquiry committees and boards—*concl'd.*

VI.—Estates of officers and soldiers.

are to be considered special, and composed of officers of rank and experience. The officers so appointed should not, when practicable, be junior to those who formed the regimental committee.

Officers under 2 years service not eligible for committees.

83. Officers are not eligible for appointment as members of committees of survey, until they have completed two years' regimental duty.

Difference of opinion of members.

84. In cases in which a difference of opinion may exist between the members of a committee or board, each member is to express his opinion, with the grounds for it.

Days on which to be held.

85. A fixed day in each week (as may locally be found convenient) should usually be set apart for the assembly of ordinary garrison boards and committees: urgent matters only being dealt with on other occasions.

VI.—Estates of Officers and Soldiers.

Rules for disposal.

86. The rules for the disposal of the estates of officers, non-commissioned officers and soldiers of the army are contained in the Army Act.

87. The testimony of any Sub-Commissioned officer or soldier of respectable character, is, in addition to the receipt taken on the occasion, to be considered as sufficient to warrant the payment of an estate to a claimant.

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VII.

VI.—Estates of officers and soldiers—*concl'd.*

VII.—Deserters.

88. Officers are not, however, authorized to decide contested claims to succession; all such must be referred to the proper civil tribunal for adjudication, the surplus of the estates being paid into the court in which the suit may be instituted.

Contested
claims to
be referred
to civil tri-
bunal.

VII.—Deserters.

89. When a soldier; or medical subordinate, deserts, the officer commanding the corps to which he belongs, will immediately forward a minute descriptive roll of the man, with all information in his power, to the civil and police authorities in the neighbourhood, and adopt the most prompt measures in every respect to ensure his apprehension.

Description
of deserter.

90. Soldiers who may be apprehended, or who surrender, after having deserted, are to be brought from the date of apprehension, or surrender, on the returns and rolls of the corps to which they belong, as 'rejoined from desertion.'

How to be
taken on
the rolls.

91. To provide for a system of identification of deserters, Officers Commanding Regiments will have their recruits photographed in plain clothes on enlistment. The name of each individual to be written at the bottom of the photograph. The cost of the photographs to be defrayed by Recruits on enlistment.

Photographs
for identifica-
tion.

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Discipline.

VIII.

VIII.—Military prisoners.

Disposal of
prisoners.

92. The rules for the disposal of prisoners are contained in the Army Act.

Method of
reckoning
imprison-
ment.

93. The rules regarding the method of reckoning imprisonment are contained in the Rules of Procedure. The date on which a prisoner is released is reckoned as part of the sentence. If a soldier is removed into hospital while undergoing a sentence of imprisonment, the period during which he is in hospital is to reckon as part of the sentence.

Imprison-
ment in
military
custody.

94. Soldiers sentenced to simple imprisonment, (or to imprisonment with hard labor for a period not exceeding *three* months, which the confirming or superior authority, or officer holding a summary court-martial has directed, shall be undergone in military custody) are not to be made over to the civil power, but will undergo their punishments in the quarter-guard, or cells, of their respective regiments, or in any other building at the station, which may be suited for the purpose.

Time for re-
lease.

95. Prisoners under sentence, are to be released at sun-down on the date on which their punishment is completed, by order of the officer of the day and in his presence. He will report the same on relief.

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VIII.

VIII.—Military prisoners—*contd.*

96. Whenever an officer, or non-commissioned officer, has been convicted of any offence whatever, by the civil power, the commanding officer will report the case at once to the Chief of the Staff.

Conviction by
civil power.

97. When soldiers are sentenced by the civil power to a punishment which entails discharge from the army, their effects are to be secured and treated by a committee of adjustment, composed in like manner as in the case of death.

98. The following rules are laid down for carrying out sentences of imprisonment with hard labour to be undergone in military custody under the provisions of section 124 Hyderabad Army Act.

Rules for im-
prisonment
in military
custody.

I. Prisoners undergoing sentences of imprisonment with hard labour shall be confined in the regimental cells, but when sufficient cells are not available, they must be confined in the guard room till a cell is available.

II. The following tasks will constitute the 'hard labour' to be imposed on prisoners undergoing such sentences, but it is left to the discretion of commanding officers to impose all of these, or to select suitable tasks from this list according to circumstances :—

- (1) Digging and carrying earth.
- (2) Filling up shelter trenches, rifle pits, and other field works executed by the regiment.

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VIII.—Military prisoners—*contd.*

- (3) Repairing paths and communications within regimental lines.
- (4) Clearing regimental lines of weeds, stones, etc.
- (5) Cutting wood.
- (6) Grinding grain (cavalry).
- (7) Grooming spare horses (in cavalry regiments).
- (8) Cleaning spare accoutrements (but not firearms).
- (9) Washing and cleaning lead recovered from the range.
- (10) Fatigue duties in general.

III. In addition to the above tasks of '*hard labour*,' prisoners will also be

* Except when extra periods of hard labour and drill have been awarded, for offences committed by prisoners (see rule V).

drilled daily in marching order. The total amount of hard labour and drill combined, to be exacted daily from prisoners, is to be 6 hours* in the hot weather, and 7 in the cold, but it is left to commanding officers to apportion the periods of hard labour and drill respectively according to circumstances. It may happen that sufficient hard labour employment is not available for prisoners, in which case the daily amount of work should be made up by drill. Drill should however, in no case be less

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VIII.—Military prisoners—*contd.*

than 2 hours during the day (one hour at the time),
and 'hard labour' is not to
† ½ hours in the hot weather. exceed 5 hours a day † (and
not more than 2 hours at a time). In the hot
weather, in the middle period of the day the tasks
of hard labour are to be confined to indoor work
such as items (6), (8) and (9) in Rule II.

IV. Rules II to IV inclusive of paragraph 104,
are also applicable to prisoners under sentence of
imprisonment with 'hard labour'.

V. Offences committed by prisoners will be
enquired into and dealt with by Commanding
officers, and irregularities and minor breaches of
prison discipline will be punishable by :—

Extra periods of hard-labour or drill not exceed-
ing 2 hours a day (not more than one 1 hour hard
labour or drill at a time) up to 7 days.

[Extra periods of punishment awarded under
this clause are not to be cumulative, *i. e.*, they will
not be awarded to have effect from expiration of
the court-martial sentence].

VI. Whenever one or more prisoners are un-
dergoing sentences of impri-
sonment with hard labour, a
provost non-commissioned officer* will be appoint-
ed to take charge of them. whose duties will be

*Duffadar, Havildar or Naick.

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VIII.

VIII.—Military prisoners—*contd.*

to superintend the prisoners at their tasks of hard labour and at drill, and to see that they are supplied with their meals at regular hours. He will be responsible that the daily routine laid down by commanding officers is carried out. After locking up prisoners, after their tasks and for the night, he will make over the keys of the cells to the sub-commissioned officer or non-commissioned officer in command of the quarter-guard, who will be responsible, under such regimental arrangements as are considered necessary, for the safe custody of prisoners, and for the removal to hospital of any prisoner taken ill during the night, or at any time when not under the charge of the provost non-commissioned officer. The provost non-commissioned officer will be struck off all duties while so employed.

VII. Assistants to the provost non-commissioned officers may be appointed by commanding officers when considered necessary, who will also be struck off all duties for the purpose. The appointment of provost non-commissioned officers and assistants will be only temporary, and will carry no extra pay.

VIII. The following books will be kept up:—

- (a) *A Register* in which will be recorded the number and name of each prisoner, crime, period of sentence and date of admission

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VIII.—Military prisoners—*contd.*

and discharge, (to be kept up by the adjutant).

(b) *Prisoners' Punishment Book*, in which will be recorded all offences committed by prisoners when undergoing sentence and the punishment awarded, see Rule V, (to be kept by the Adjutant).

(c) *A Visitor's book* in which will be recorded date and hour of visiting prisoners by orderly officers and medical officers, and remarks.

99. No prisoner shall be put in irons, or under any other mechanical restraint, as a punishment. Irons, or other means of mechanical restraint, shall be used only when necessary, for the purpose of restraining the prisoner.

Prisoner not
to put in
irons.

100. When sentries are posted near the cells, care is to be taken that they do not communicate with the prisoners; they are not to have any charge of their discipline, and will merely have orders to call the attention of the provost sergeant, or non-commissioned officer of the guard, to any irregularity they may notice, and to apprise them in case of any prisoner making a signal from the cells that he requires to see them. On relief of the guard or sentries, the prisoners are invariably to be counted over. This latter order is to be entered

Sentries over
cells.

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VIII.

VIII.—Military prisoners—*contd.*

on all 'boards of orders, for guards and sentries, over regimental or garrison cells.'

Medical inspection of cells.

101. No cell, or block of cells, is to be occupied for the enforcement, of these regulations, until it has been pronounced to be of sufficient size, and ventilated, warmed and fitted up in such a manner as may be required with due regard to health, by the Principal Medical Officer.

Keys of cells.

102. The keys of such solitary cells are to be kept in the guard-room, under the orders of the officer on duty.

Solitary confinement how inflicted

103. Solitary confinement is awardable only by sentence of a Court-Martial and shall not exceed three months in any case and shall be inflicted in accordance with the provisions of the Hyderabad Penal Code. (See Army Act).

Rules to be hung up in guard-room and cells.

104. A copy of the following rules in the vernacular will be hung up in the guard-room and in each cell. They will be read over to prisoners on admission, and once a week afterwards during their term of imprisonment:—

I.—Prisoners undergoing solitary confinement are not to leave their cells, except for purposes of nature, or for such air and exercise as the medical officer may consider necessary for their health.

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VIIIVIII.—Military prisoners—*could*.

II.—Prisoners will be inspected by the officer of the day, as well as by the officer of the week, who will ascertain and report to the commanding officer any reasonable complaints they may have.

III.—The medical officer, or a medical subordinate, will visit all prisoners daily. If a prisoner reports himself sick, he will be taken to hospital under escort; and, if admitted, a sentry will be posted over him.

IV.—No persons are permitted to visit prisoners, except officers and non-commissioned officers on duty.

V.—Prisoners will not be allowed to converse with any one during their exercise, drill, or fatigue duty.

VI.—Facilities for washing daily, and for periodical change of clothes, are to be granted to all prisoners.

VII.—The place of confinement of prisoners is to be swept out daily. The non-commissioned officer of the guard will be responsible that this is done.

VIII.—Prisoners are on no account to be struck or ill-treated, nor is irritating or abusive language to be used to them.

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VIII.

Discipline.

VIII.—Military prisoners—*contd.*

IX.—Prisoners will not be allowed charpoys, but they may have a durrie and a blanket, which will be removed between reveille and gun-fire P. M. (unless otherwise recommended by the medical officer), and these will be exposed to the air during dry weather.

X.—Prisoners will not be allowed to cook their own food, which must be brought to them ready prepared.

XI.—The use of tobacco and opium (except when the latter may be prescribed by the medical officer) as well as of spirituous or other liquors by a prisoner, is strictly forbidden.

XII.—When prisoners are confined in cells so situated as not to be in view of the sentry on the quarter-guard, a special sentry will be posted over them, who will call the non-commissioned officer of the guard, if necessary. .

Corporal
punishment
how inflicted.

105. Corporal punishment “whipping” (which can be awarded *only* by sentence of court-martial) is to be inflicted on the bare back with the regulation act.

Whenever corporal punishment is inflicted, a medical officer must attend, and if during the execution of the sentence it appears to such officer, that the prisoner is not in a fit state of health to

Discipline.

Sec. V.

VIII.VIII.—Military prisoners—*concl'd.*

undergo the remainder of the punishment, the whipping shall be finally stopped.

Note.—The “Cat” to be used is to be strictly of the following description: length of wooden handle, 18 inches, number of cords, nine, of thin whip-cord, each 24 inches long, with three knots upon each cord.

Sec. VI.

Duties.

I.

SECTION VI.—DUTIES.

I.—Roster of Duties.	IV.—Guards and orderlies.
II.—Duties in Cantonments.	V.—Detachments and Es-corts.
III.—Arrival and Departure reports.	VI.—Inspections and Pa-rades.

I.—Roster of Duties.

To commence
from senior.

1. In all duties, whether with or without arms, and whether performed by corps or by individual officers, the roster is to commence from the senior downwards.

Classification
of duties.

2. Duties are thus classified :—

- I.—Guards, 1st, of the Sovereign; 2nd, of Members of the Royal Family; 3rd, of the Commander.
- II.—Divisional duties under arms.
- III.—Brigade or garrison duties under arms.
- IV.—Regimental duties under arms.
- V.—Courts-martial, 1st, general; 2nd, district or garrison; 3rd, regimental.
- VI.—Boards or courts of inquiry. 1st, divisional; 2nd, brigade; 3rd, regimental.
- VII.—Working parties.
- VIII.—Duties of fatigue.

Duties.

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I.

1.—Roster of Duties—*contd.*

3. When an officer's tour for more than one duty comes round on the same date, he is to be detailed for that duty only, which has the precedence in the classification in para 2, and is to receive an "overslaugh" for any other duties. When an officer is actually in the performance of one duty, and his tour for another duty occurs, he is not to make good that other duty, but his tour is to pass him. An officer detailed as "in waiting" is not entitled to count a tour of duty.

Duties, Low detailed.

4. Attendance at a court-martial, the members of which shall have been assembled and sworn, is to be reckoned a duty, though the court shall be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members are, without further orders, to be considered available for parades or other duties; they are not, however, to quit the station without the authority of the Commander, until the court shall have been dissolved. This rule is also applicable to courts of inquiry and boards.

Courts-martial.

5. A corps, detachment, guard, piquet, or fatigue party is only entitled to count a tour of duty when it has marched off the ground where it may have been ordered to parade.

Marching off parade to count a tour.

6. An officer detailed in orders is not to exchange his duty with another without the permission of the authority by whom he was detailed.

Exchange of duties.

Sec. VI.

Duties.

II.

I—Roster of Duties—*contd.* II.—Duties of Cantonment.

Honorary
Commissioned
officers

7. Commissioned officers with honorary rank are not available for duties that are usually performed by combatant officers.

II.—Duties of Cantonment.

Time guns.

8. "Time guns" will be fired at division headquarters at Hyderabad—at 4-30 a m., at noon and at 8 p. m. (irrespective of the hour for tattoo).

Reveille re-
treat and
tattoo.

9. In all stations the "reveille" will be sounded at 4-30 a. m., and the "retreat" at sunset. The first post of tattoo will be sounded at 8 p. m. the second or last post at 8-30 p. m. At division headquarters tattoo may be later if notified in division orders.

No bugle
sounds, &c.,
after tattoo.

10. Between tattoo and reveille no trumpet or bugle is to be sounded, or drum beaten, with the exception of the "fire-alarm," or other signal in case of a turn-out of the troops.

All soldiers
to be in
lines.

11. No soldier is to be out of his lines between tattoo and reveille, without a printed pass signed by his commanding officer.

Garrison offi-
cer of the
day.

12. In all stations at which more than one regiment may be quartered, a "garrison officer of the day" is to be named for duty; when there is not a sufficient number of officers available, an officer may be detailed for duty as "garrison officer of the week."

Duties.

Sec. VI.

II.

II.—Duties of Cantonment—*contd.*

13 The ordinary duties of the garrison officer of the day are,—to be present at general guard mounting, to visit all guards by day and night, and to turn out and take command of the piquets in case of fire, riot, or other alarm. In the morning, on the dismounting of the guards, the reports of their commanders are to be forwarded by the garrison officer to the officer commanding at the station, together with his own report, in which he is to note any irregularity or occurrence of an unusual nature that may have come under his observation in the course of his duty.

Duties of
garrison officer
of the
day.

14. The countersign (when used) should be selected from words readily pronounced by the rank and file.

Countersign.

15. A sub-commissioned officer of the day will be detailed in every regiment; his duties are:—

Regimental
officer of
the day.

- (a) To march off all guards, and to visit them at uncertain hours, once by day and once by night.
- (b) To visit the hospital and ascertain if the patients are in want of anything.
- (c) To inspect the lines and bazar once during his tour of duty.
- (d) To visit the regimental school during school hours, and take cognizance of minor matters affecting discipline.

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Duties.

II.

II.—Duties of Cantonment--*contd.*

- (e) To inspect in the morning the supplies for the day at the bunnias' shops in the regimental bazar, and report to the commanding officer should he find any of an inferior description or unfit for use.
- (f) To release all prisoners whose terms of imprisonment expires during his tour of duty, reporting the same to the Adjutant.
- (g) To receive the reports of all guards, and of the kote duffadars of half-squadrons, or orderly havildars of half-squadrons or companies, after roll-call.
- (h) On the alarm being sounded, he will repair to the alarm post (*when all regimental guards are to stand to their arms, ready to act under his orders*).
- (i) In case of fire, alarm, or other emergency, he will send immediate information to the commanding officer taking such measures as he may consider best under the circumstances, pending the arrival of the officer.
- (j) He will report verbally to the commanding officer on relief.

Duties.

Sec. VI.

III.

II.—Duties of Cantonment—*concl'd.* III—Arrival and Departure Reports.

(k) He will not quit the lines of the regiment during his tour of duty, and when out of his quarters, is to appear in uniform

(*Orderly Non-Commissioned Officer.*)

16. The duties to be performed and the reports to be made by orderly non-commissioned officers are left to the discretion of commanding officers, who should deal with the subject in a permanent regimental order.

(*Orderly non-commissioned officers.*)

(*Hospital Duffadar or Havildar.*)

17. Refer section 13, Hospitals.

(*Duties of hospital havildar.*)

III.—Arrival and Departure Reports.

18. All officers arriving at, or departing from, a military station, whether on leave or duty, are required to report themselves, without any avoidable delay, either personally or in writing, to the Staff officer of the station, for the information of the officer commanding.

(*Arrival and departure reports*)

An officer when reporting his arrival in writing must state the authority under which he has come to the station and the period he proposes to stay, and give his address,—any change in the latter must be at once notified.

Sec VI.

Duties

III.

III.—Arrival and Departure Reports—*contd.*

19. When the Commander is residing at, or visiting a station in his own command, the immediate command of which is exercised by another officer, officers are to report their arrival and departure to the Staff officer of the former as well as of the latter, and to wait upon the Commander as well as on the officer commanding the station.

20. The arrival and departure of officers belonging to a corps at the station will also be reported by the commanding officer to the division office.

21. Officers breaking journey at a military station are required to call at the station office, to ascertain if any orders affecting them have been issued, or if any official letters or instructions for their guidance await them, and if they make any stay at a station, they are required from time to time to adopt this course, in view to their becoming acquainted with any orders or other regulations that may have been published.

22. Officers ordered to any military station on duty are to report themselves personally after arrival to the officer commanding, if of senior rank to themselves, in addition to the reports to Staff officers. The same rule applies to an officer arriving on leave at a station where he intends to remain for more than two days.

Duties.

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IV.

III.—Arrival and Departure Reports—*concl'd*. IV.—Guards and Orderlies.

23. Warrant officers, non-commissioned officers, and soldiers, whether on leave or duty, of every branch of the army, are to report their arrival and departure in person to the Staff officer of any military station they may arrive at, whether they are to remain there permanently or temporarily.

IV. —Guards and Orderlies.

GUARDS.

24. The employment of guards that are not absolutely necessary is forbidden, and officers commanding stations are held responsible that soldiers are not unnecessarily detailed for guards, escorts, and orderly duties. The Commander should examine the 'monthly returns' or 'weekly duty states' of corps, and ascertain that no men are excused duty because they happen to have some regimental employment which carries with it no claim to exemption.

Unnecessary
guards for-
bidden.

25. When the number of nights in bed enjoyed by non-commissioned officers and rank and file falls short of four, a report showing why the guard duties are so severe, and why they cannot be lessened, is to be made by the officer commanding the station, to the Commander. Should the latter officer be unable to make any arrangements securing the minimum number of nights in bed, he will

Nights in bed

Sec. VI.

Duties.

IV.

IV.—Guards and Orderlies—*contd.*

forward the reports to the Military Secretary for orders of Government, with any remarks he may have to offer. In cavalry, when necessary, lance duffadars may be directed to perform guard duty as sowars, and trumpeters may be exempted from turning out to receive rounds.

Soldiers to be employed only for purely military duties.

26. Soldiers of the regular army are only to be employed for purely military duties, and for which not mere watchmen but disciplined military sentries are considered necessary on essentially military grounds. Where guards are required to keep watch over stores, godowns, buildings, etc., the department requiring them is to arrange with the civil authorities for the provision of police guards or watchmen (the cost of which is debitable to the department concerned) unless, as above stated, military considerations require the employment of military guard.

Guards to be relieved daily.

27. In all practicable cases military guards are to be relieved daily, in which case they are restricted to the proportion of three men per sentry; when this cannot be done, four men per sentry will be allowed.

Food of soldiers on guard.

28. When arrangements cannot be made for the food of soldiers to be sent to them, they will be allowed two hours leave for the purpose of cooking, between 8 a. m. and 4 p. m. This indulgence is not

Duties.

Sec. VI.

IV.

IV.—Guards and Orderlies—*contd.*

to be granted to more than one-third of the men on guard at the same time

29 During the hot weather, *viz*, from the 15th April to 15th October, guards may mount wearing only the waist-belt and one pouch with ten rounds of ammunition. Mounting during hot weather.

30. During very hot weather, officers commanding corps may, with the approval of the officers commanding stations, allow sentries to carry side-arms only, between such hours as may appear desirable, having due regard to the position and security of each post.

31. Rounds and patrols are to quell all riots, and to take up and give in charge to the nearest guard any drunken or disorderly people who may be disturbing the peace of the garrison or cantonment. Civilians taken into custody should be handed over without delay to the nearest police station, and where this is impracticable, an immediate report to superior authority is to be made. Rounds and patrols to quell disturbances.

32. When a guard has charge of prisoners, the commander of the relieving guard will ascertain that they correspond with the report, and that they have no unauthorized articles in their possession. Prisoners.

33. The orders for each particular guard, as well as the general rules for all guards, and Guard orders.

Duties.

Sec. VI.

IV.

IV.—Guards and Orderlies—*contd.*

the regulations for the compliments to be paid to officers of different ranks, are to be hung up in every guard-room, and written in the vernacular. The duties of sentries are also to be detailed in the same manner

Station
guards

34. The following detail of guards is to be furnished by infantry, under ordinary circumstances, at the different stations of the army :—

Havildars. Rank and file

Commander	1	10
-----------	-----	-----	-----	---	----

Officers commanding stations or garrisons, when not under the rank of field officer.	...	7
--	-----	---

Garrison or magazine guards,
at discretion of officers
commanding stations.

The strength of guards over
offices with treasuries will
be decided by the senior
officer on the spot, according
to local circumstances.

Regimental
guards.

35. The following detail of regimental guards is
not to be exceeded, unless under exceptional

Duties.

Sec. VI.

IV.

IV.—Guards and Orderlies—*contd.*

circumstances, and then only with the sanction of the officer commanding the station :—

Guards		Cavalry		Infantry				Remarks.
		Non-Commissioned Officers	Trumpeters	Sowars or Troopers	Havildars	Nacks	Bagpayers	
Day and Night.	Colour or Quarter-Guard	1	1	6	1	1	12	
	Magazine Guard	1		4	* 1		3	* or Nack.
Night only. †	Commanding Officer's Guard	1		3		1	3	
	Hospital Guard	1		3		1	3	
	Horse Hospital Guard	1		3				
Add to Quarter-Guard, when there are Bells of Arms			..				6	

(a) When considered desirable by officers commanding stations, quarter-guards of infantry will be under the command of a sub-commissioned officer.

(b) Regimental as well as horse lines, are to be protected at night under regimental arrangements.

(c) 'Commanding officers' guards should only be mounted when considered necessary by the officer commanding the regiment concerned.

(d) †When there is a prisoner sick or under

Sec. VI.

Duties.

IV.

IV.—Guards and Orderlies—*contd.*

observation in hospital, the 'hospital guard' will be mounted by day as well as night

36. The responsibility, with regard to the strength and efficiency of guards furnished on the requisitions of the civil authorities, and the regular performance of the duties on which they are employed, rests with commanding officers under the same rules of inspection and control as are in force for all other guards. It is, therefore, desirable that the civil authorities should be requested never to despatch, separate, or employ the guards on any other duty than that for which they are specifically ordered. Guards of a strictly and exclusively personal nature are not, however, subject to these rules.

37. All observations which may appear necessary with regard to the nature and condition of the buildings, and the degree of security in which treasure, prisoners, etc., may appear to be placed, are to be reported by the visiting officers on duty, for the information of commanding officers, who will thereupon make such official communication to the civil authorities, on whose requisitions the guards are employed, as circumstances may require.

Duties.

Sec VI.

IV.

IV.—Guards and Orderlies—*contd.*

38. Officers commanding stations are not required to accede to requisitions from the civil authorities for guards, for treasuries, escorts for treasure or public property, or for such similar duties, when there are substantial objections on public grounds; but in cases of non-compliance, they are to submit a report to the Chief of the Staff.

Requisitions
for guards
by civil
authorities

39. All guards and parties with arms are, previously to going on duty, to be carefully inspected by the adjutant, or some other officer of their corps.

Inspection of
guards,
&c., by an
officer

40. Commanders of guards are to make themselves thoroughly acquainted with all the orders for their guards, as well as with those on each sentry's post. The standing orders of the guard are to be distinctly read and fully explained to the men, as soon as the guard has mounted. Every relief is to be regularly inspected before going to, and also on returning from, its post.

Duties of
commanders
of guards.

41. Commanders are to go their rounds at least twice by day and twice by night; and, in addition, a non-commissioned officer with a file of men, is frequently to visit the sentries, in order to ascertain that they are acquainted with their orders, and are carrying them out in a proper manner.

Chain rounds.

Sec. VI.

Duties.

IV.

IV.—Guards and Orderlies—*contd.*

The greatest vigilance is to be exercised by commanders, as well as by non-commissioned officers of guards, to ensure a correct and exact performance of all duties on the part of those under them, and to prevent drinking, and all other irregularities

Not to quit
their guards.

42. Commanders are never to quit their guards, except for the purpose of visiting their sentries, and they are then to inform the next in command of their intention and the probable time of their absence. They are also to prevent any non-commissioned officer or soldier from quitting the guard without leave, which is to be sparingly granted, and only for special purposes

Guards not
to take off
clothing.

43. Neither officers nor soldiers are to take off their clothing or accoutrements while on guard. They are to be at all times alert and vigilant in the performance of their night duties.

Guards to
turn out at
reveille,
retreat, and
tattoo

44. All Guards are to turn out at the commencement of the *Reveille*, *Retreat*, and *Tattoo* sounding, when they are to be carefully inspected by their commanders, whose duty it is to ascertain that all the men are present and regular in every respect.

Relief of sen-
tries.

45. Sentries will be relieved every two hours; and in cold or inclement weather they may, at the

Duties

Sec. VI.

IV.

IV.—Guards and Orderlies—*contd.*

discretion of the officer commanding the garrison or camp, be relieved every hour during the night.

46. Sentries furnished by stable guards will mount with or without arms, at the discretion of commanding officers.

47. When a fire breaks out or any alarm is raised, all guards are to be immediately under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided.

48. In their guard reports, commanders are to mention the particular hours at which they went their rounds, as well as the hours at which their guards were visited by officers on duty, and by "rounds," of any description. They are also to send an immediate report, to the officer of the day, of any unusual occurrence that may happen on or near their guards.

49. All guards on dismounting are to be marched with the utmost regularity to their regimental parades, where they are to be inspected and their arms examined. In the case of an officer's guard, the men on being found clean and regular are to be dismissed by the commander, after he has reported to any officer of superior rank on the

Sec. VI.

Duties.

IV.

IV.—Guards and Orderlies—*contd.*

parade. If the guard be in charge of a non-commissioned officer, and no officer is present on the parade, a report is to be made to the adjutant or orderly officer previous to dismissal

Young
officers
to be super-
numeraries
on guard.

50. No officer is to be placed in charge of a guard until he is sufficiently acquainted with the duties required of him in that position. For the purpose of instruction, young officers are to be put on duty as supernumeraries with senior officers, from whose advice and example they may be expected to obtain a knowledge of their duty.

Commander
responsible
for stores,
&c.

51. All stores and furniture in charge of a guard are to be handed over from one commander of a guard to another. The officer or non-commissioned officer commanding the relieving guard will be responsible for their correctness, and will certify in his report to the state of each article when taken over.

Camp guards.

52. All camp guards are to be regularly mounted at the same hour. The piquet next for duty are always to be warned at the time when those actually on duty mount. If the latter are ordered out of camp, the former are to parade at once, and to be considered on duty. The general rules for guards given in this section under the head of "duties in cantonments," are to be observed in camps, so far as they are applicable thereto.

Duties.

Sec VI.

IV.

IV.—Guards and Orderlies—*contd.**Orderlies.*

53. The maximum scale of orderlies authorized for cantonments is as follows:—

Authorized
orderlies.

To whom furnished.	Cavalry.			Infantry.	
	Duffadar.	Farrier.	Sowar.	Havildars.	Privates.
Commander	4	1	2
Officer commanding a station	1	...	1
Division staff office	2	1	2
Commanding officer	1	...	1
Adjutant and order book	1	...	1
Woordi-major, jemadar adjutant	1	...	1
Hospital	1	...	1	...
Horse hospital	1

54. In stations where the troops are widely scattered, or where the civil station is at a distance, the post should be freely] made use of for all official communications not of an urgent nature, and addressed to other than officers commanding regiments.

Post to be
freely used.

Sec. VI.

Duties.

IV.

IV.—Guards and Orderlies—*contd.*

Orderlies for
military duty
only

55. The attachment of orderly-soldiers of cavalry and infantry to officers is solely for the performance of military duties.

Money not to
be sent by
orderlies.

56. Money should not be sent by orderlies, except small sums, easily carried. When money is so sent, it will be at the risk of the sender.

Orderlies to
be relieved
daily.

57. Orderlies should be relieved daily, but when this may be inconvenient, the relief may be made weekly.

To be pro-
vided with
benches and
horses with
shelter.

58. Orderlies are to be supplied with benches during the day-time, and with shelter from the weather. Shelter is also to be supplied for the horses of mounted orderlies.

Personal
orderlies
prohibited.

59. The employment of mounted soldiers as personal orderlies, except in attendance on the commander when on parade, or on other military duty, is prohibited.

Mounted
orderlies
when to be
employed.

60. Mounted orderlies should be employed only in conveying emergent communications, or when the distance to be traversed is greater than is suitable for an infantry orderly.

To dismount-
ed when
waiting for
a reply.

61. Mounted orderlies will be instructed that, if required to wait for a reply to letters they have delivered, they are invariably to dismount and stand at ease.

Duties

Sec. VI.

IV.

IV.—Guards and Orderlies—*contd*

62. The precise time at which the despatch is sent off, and the rate at which it is to be conveyed, are to be written very clearly on the covers of all letters transmitted by mounted orderlies. A receipt is always to be given to a mounted orderly delivering a despatch; and the hour at which it is received should be specified thereon.

Conveyance
of des-
patches.

63. The rate is not, except in urgent cases, to exceed six miles per hour; and the orderly, on all occasions when there is no letter to take back, is to return leisurely to his quarters. These instructions, and the rate at which he is to travel, or to be clearly explained to the orderly at the time he receives the despatch, and on the cover of the despatch

Rate of speed.

64. All orderlies are to be provided with letter bags, by the officer or office to whom they are detailed. Orderlies are not permitted to carry letters or books in their hands

To be provid-
ed with
letter bags.

65. In cases of serious illness, orderlies may be allowed, when required by the medical officer, to attend on sick in hospital.

Orderlies on
sick in hos-
pital.

(Batmen.)

66. Each regimental officer may be allowed to have one soldier to attend him as batman. A cavalry commanding officer may have two.

Number al-
lowed.

Duties

Sec. VI.

IV.

IV.—Guards and Orderlies—*contd*

62. The precise time at which the despatch is sent off, and the rate at which it is to be conveyed, are to be written very clearly on the covers of all letters transmitted by mounted orderlies. A receipt is always to be given to a mounted orderly delivering a despatch; and the hour at which it is received should be specified thereon. Conveyance of despatches.

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65. In cases of serious illness, orderlies may be allowed, when required by the medical officer, to attend on sick in hospital. Orderlies on sick in hospital.

(Batmen.)

66. Each regimental officer may be allowed to have one soldier to attend him as batman. A cavalry commanding officer may have two. Number allowed.

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Duties.

IV.

IV.—Guards and Orderlies—*could*.

Service to be
voluntary.

67. This service is to be strictly voluntary. Any ill treatment or improper employment of a batman should be immediately noticed, and the privilege withdrawn from the officer in question.

Remune-
ration

68. The remuneration to a batman is in no case to exceed Rs. 5 a month.

Service.

69. No soldier is to be taken as a batman without the sanction of the commanding officer, obtained through the adjutant. He must have done duty in the ranks at least two years, be perfectly acquainted with all his regimental duties in every respect, and be of established good character.

Batman of
squadron
officers.

70. The batmen of squadron officers are to be of the same squadrons as the officers they attend.

Misconduct.

71. No batman who has been remanded for misconduct can be again taken by an officer except under special circumstances.

Dress.

72. Batmen are not permitted to work in their regimental clothing, nor to appear partly dressed in uniform and partly in private clothing. At all times, when in public, they are to appear cleanly and neatly dressed.

Parades.

73. Soldiers employed as batmen are required to attend all field days, and all commanding officers parades.

Duties.

Sec VI.

V.

IV.—Guards and Orderlies—*could*. V.—Detachments and Escorts.

74. Batmen are on no account whatever to be employed in purely domestic duties, such as attendance on children, or at mess, or in such occupation as should properly devolve on menial servants.

Not to be employed on menial duties.

V.—Detachments and Escorts.

75. All detachments, previous to being marched from the parade where they are first formed, are to be inspected and examined by the adjutant of the corps, or other duly appointed commissioned officer, by whom clear and full instructions are to be communicated to the officer, or non-commissioned officer, proceeding in command, as to the particular duty to be performed, and the general behaviour to be observed, by the men on the march, for which he will be held strictly responsible.

To be inspected.

76. Every sub-commissioned officer, or non-commissioned officer, detailed for the guard or escort of stores despatched by bullock carts, or otherwise, must be made to thoroughly understand the following points : —

Orders

(a) That he will be furnished by despatching authorities with a list of the articles or packages to be placed under his charge.

(b) That when taking over charge, he must compare them with this list, and he is

Sec VI

Duties.

V.

V.—Detachments and Escorts—*contd.*

responsible that no packages or other articles once packed in the waggons or other conveyances, are to be removed, except in his presence and with his consent.

- (c) That the escort will be held solely responsible for the safe custody of the stores *en route* under all circumstances, and that they are complete and intact on arrival at their destination
- (d) That the escort must not allow any fire, hookas, or lights of any kind to be brought near waggons containing ammunition, or other explosive or combustible stores.
- (e) That all waggons or other conveyances must be kept as much together as possible, and not be allowed to straggle, as otherwise a proper supervision of the contents cannot be exercised.
- (f) That the escort must on no account ill-treat the drivers, or interfere with them in any way except as required by (e).

To be in-
charge of
an experi-
enced officer.

77. Whenever a detachment of the strength of a half-squadron, or company, is sent on any duty with a prospect of its services being seriously

Duties.

Sec. VI.

V.

V.—Detachments and Escorts—*contd.*

required, the charge is to be committed to an officer of standing and experience.

78. Detachments of the strength of one or more half-squadrons, or companies, are not to be composed of drafts from the several half-squadrons or companies of a regiment. Should the detachment exceed the strength of a half squadron, or company, the excess is to be furnished from the half-squadron, or company, next for duty.

Detachments not to be composed of parts of other companies

79. When half-battalions or squadrons are detached the commissioned officers attached to them should, as far as possible, accompany them.

Their own commissioned officers to accompany $\frac{1}{2}$ battalions or squadrons

80. The practice of detaching a single gun on service is prohibited. When the services of artillery are required, not less than two guns are to be sent, and they are to be commanded by an artillery commissioned officer.

Single gun not to be detached.

81. On every occasion when detachments are sent from stations on escort, or any other duty, the order directing them to be furnished must specify the nature of the service on which they are to be employed, and the place to which they are to proceed.

Instructions to be specific

82. On ordinary occasions when troops are employed on 'treasure escort' duty, or as an escort for convicts, the proportion of service ammunition is

Amount of service ammunition to be carried.

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Duties.

V.

V.—Detachments and Escort —contd.

to be 40 rounds in pouch, with 60 rounds spare per rifle in reserve (cavalry 20 rounds in pouch, and 30 in reserve), but it is discretional with the responsible military authorities to increase this proportion of ammunition to 200 rounds per rifle for infantry, and 100 rounds per carbine for cavalry, whenever circumstances may seem to warrant the adoption of additional precautionary measures

Escorts as a rule should not be furnished to protect treasure

83. As a general rule, escorts are not to be supplied for the protection of treasure, in transit from one station to another; in such cases, the escorts will be furnished by the police, or chowkidars should be entertained by the departmental officers concerned: military escorts should, however, in all cases accompany munitions of war, such as arms, accoutrements, ordnance, or ammunition.

When police cannot furnish the escort.

84. Whenever, in consequence of police not being available for the duty, military authorities are called upon to furnish escorts from the troops under their command, an immediate report is to be made by the military officer detailing the escort, to the Commander, in view to its being at once ascertained whether there really existed necessity for not employing, or for denying, the services of the police.

Duties.

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V.

V.—Detachments and Escorts—*contd.*

85. Whenever military escorts are applied for by the civil power, a written declaration is to be made by the proper police officer as to the state of the country through which the escort will have to pass, giving the reasons why the police is not sufficient in strength to afford the required protection. This report is to be delivered to the senior military officer on the spot, who will then decide as to the strength and composition of the military force required for the service, and do his utmost to meet the requisition promptly and readily.

Police to give
reason why
cannot fur-
nish escort.

86. Soldiers of the regular army are not to be employed for the purpose of escorting jail prisoners, nor in the custody of convicts, nor on other duties ordinarily of a civil nature and of an unmilitary character, unless, with regard to the rules contained in the two preceding paragraphs, their employment is, on military grounds, considered absolutely necessary (*paragraph 26*).

Soldiers not
to be em-
ployed to
escort con-
victs, &c.

87. Handcuffs are invariably to be furnished to the officer or non-commissioned officer proceeding in command of a party, having in its charge military convicts under sentence of death, or other heavy punishment, to be used, according to his discretion during the day or on the march, but always to be placed on the prisoners at sunset. Double sentries are to be posted and a light kept burning in the guard-room throughout the night.

Hand cuffs.

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Duties.

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V.—Detachments and Escorts—*contd.**(Treasure Escorts.)*Strength of
treasure
escorts.

88. The following is the ordinary strength agreeably to which escorts are to be furnished for the protection of treasure when such is called for by the civil power, and the necessity for furnishing a military escort, is concurred in by the military authorities (*paragraph 83 of this section*):—

Amount of Treasure.				British officers	Subadars.	Jemadars.	Havildars.	Rank and file.
When not exceeding four lakhs	1	1	4	60
Do. do. eight do.	1	1	1	8	150
Do. do. twelve do.	2	3	3	18	300

When the amount of treasure exceeds twelve lakhs, the strength of the escort is left entirely to the discretion of the officer under whose orders it is detached, as is also the authority to increase the strength of any treasure escort, whenever such a measure may be deemed advisable, either upon a representation from the civil authorities, or from any source of danger being apprehended.

Artillery not
to be em-
ployed.

89. Artillery is not to be employed on treasure escort duty, except under peculiar and emergent circumstances, which should invariably be reported to command head-quarters.

Duties

Sec. VI.

V.

V.—Detachments and Escorts—*contd.*

90. An officer appointed to the command of a treasure escort is, on receiving charge of the treasure, to witness the weighing of each box, and to grant a receipt for the gross weight, as well as for the number of boxes entrusted to his care, and upon delivery, he is to require similar receipts from the consignee, for transmission to the remitting officer.

Officer to weigh each box and give a receipt.

91. Treasure is not to be transferred from one escort to another without being weighed in the presence of the officers commanding the relieved and the relieving parties

Transfer of treasure.

92. Officers in command of treasure escorts are to apply to the civil authority making over the specie to them, for a copy of the memorandum prepared for their information and guidance, and will deliver it with the treasure to the consignee, or to the officer commanding the relieving escort.

Memorandum for guidance.

93. Every officer on receiving charge of treasure, is to report the circumstance to the officer commanding the station to which he is to proceed, or where a relief is expected, stating at the same time the probable date of his arrival and furnishing a detail of the troops under his command.

Arrival report.

94. Treasure escorts being specially employed for the protection of treasure, and the responsibility attached thereto being very great, they are

Escort not to be burdened with any other duty.

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Duties.

VI.

V.—Detachments and Escorts—*concl.* VI.—Inspections and Parades.

not to be burdened with the charge of any kind of stores or private property.

Double sentries.

95. Double sentries are to be posted over treasure on the march.

The officers responsibility

96. The responsibility of officers commanding treasure escorts extends only to the preservation and safe delivery of a certain number of carts, chests, or boxes "said to contain so much money," in conformity with the usual receipts they sign upon taking charge of the treasure.

Keys by whom kept.

97. The keys of the carts, or chests, should be kept by the person deputed by the civil officer, or other authority, despatching the treasure, who is responsible that the amount said to be in the carts, or boxes, is correct. He should not, however, be allowed to upon the carts, boxes, etc., while the treasure is in transit from one place to another.

VI.—Inspections and Parades.

List of absentees to be examined.

98. The inspecting officer is to insist on the attendance of every available officer, non-commissioned officer and soldier at his inspection parades and drills; and a list of absentees is to be closely examined by them on each occasion, so as to ensure no individual being absent on insufficient grounds.

Duties.

Sec. VI.

VI.

VI.—Inspection and Parades—*concl.*

99. Regiments during the period of their inspection are, whenever practicable, to be relieved from furnishing station guards or other duties.

Regiments
under in-
spection to
be relieved.

100. During the 'inspection' or 'review' of a corps, no other corps is to be out at drill, nor to fire near the same ground.

Inspection
&c

101. At all parades of corps for inspection, 'parade states' will be presented to the senior Staff officer accompany the inspecting officer.

Parade states

102. At all garrison parades for inspection by a superior officer, regimental 'parade states' will be submitted the previous day, and a 'field state' of the force, prepared for delivery to the inspecting officer, as directed in the infantry drill.

103. At garrison parades for drill or manœuvre, commanding officers will hand to the senior Staff officer the 'parade state' of their respective corps.

104. After a parade, when regiments are ordered to march to quarters, bands are not to commence playing till their regiments are off the parade ground.

Bands not to
play on the
parade
ground.

Sec. VII.

Movement of Troops.

I.

SECTION VII. -MOVEMENT OF TROOPS.

I.—By Road. | II.—By Railway

I—By Road

(Line of March.)

Necessity of
discipline
on the line
of march

1. There are no occasions on which the discipline of a regiment becomes more conspicuous than upon the line of march, nor any on which the attention and vigilance of every officer in maintaining order and regularity are more especially requisite.

Responsibility
of the
Commanding
Officer.

2. Officers commanding corps or detachment are to consider themselves responsible for the conduct of all under their command. They should be careful that the soldiers and camp followers do not straggle from the line of march; and should use every means in their power to prevent the commission of excesses of any kind against the inhabitants of the district through which the troops may pass, exacting the strictest attention from the officers and non-commissioned officers of all grades to the preservation of order and discipline.

3. Whenever an officer is proceeding either on the public service or on his private affairs and may be in need of assistance to enable him or any detachment under his command to prosecute the

Movement of Troops

Sec. VII.

I.

I.—By Road—*contd.*

journey, he should apply to the proper authorities; the seizure of articles of supply or the impressment of men or carriage, by officers soldiers or their retainers being under all circumstances most strictly prohibited. He should consider it his paramount duty not only to refrain himself, but also to restrain those under his command from committing any irregularities, as the payment of hire or compensation will not justify the use of violence or other unauthorised measures nor save him from the consequences of the breach of the regulations on this subject.

4. All marches are to commence at as early an hour as the season of the year will admit of, with the view of avoiding all hurtful exposure to the sun or the weather. When troops are not in a disturbed district, or in charge of prisoners or treasure, they should arrive at their first encamping ground soon after sunrise, and during each march frequent and periodical halts should be allowed of moderate duration. Troops marching under ordinary circumstances will halt at least one day in seven, should sickness or other circumstances render more halts necessary commanding officers will use their discretion reporting their reasons to the Divisional Quarter Master.

Time of day
when
marches
should com-
mence.

5. Advance and Rear guards are always to be formed, and should be commanded by commissioned officers. The rear guard before leaving the camp-

Advance and
Rear Guards
to be formed.

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Movement of Troops.

I.

I.—By Road—*contd.*

ing ground is to examine the ground after the regiment has marched off to see that nothing has been left behind. The rear guard will bring up any man who may have fallen out (if such soldier is unable to march he is to be given in charge of a corporal or a steady man of the company to which he belongs), and all carriage that may have broken down or been otherwise retarded *en route*. The commander of the rear guard is to make a report of all occurrences to the commanding officer at the end of the days march.

Quarter
Guard.

6. The quarter guard having charge of the prisoners should march close up in rear of the corps or detachment. Cavalry prisoners should be made to lead their horses.

Baggage
Guard

7 The baggage guard will be posted or distributed so as to ensure the most effectual protection of the baggage from theft or plunder. The men of the baggage guard are never to put their arms on the carts but are to march by the side of the carriage. When carts are not unloaded at night, they should be packed so as to occupy as little space as possible, and be placed under the charge of sentries.

8. When reserve ammunition is carried by a regiment, a special guard must be told off for its protection and will receive over charge of the ammunition after it is packed for the march, and

 Movement of Troops.

Sec. VII.

I.

I.—By Road—*contd.*

deliver it over to the quarter guard after arrival on the new ground

9. It will be the duty of the quartermaster to precede the regiment in sufficient time to select and mark out the ground for encampment at the next stage, previous to the arrival of the regiment thereat. He will ascertain from the inhabitants, and report to the commanding officer all necessary information regarding the next march, and he will make the necessary arrangement for the provision of carriage, and supplies. Selecting
encamping
ground.

10. Sick prisoners are to be brought on under charge of the hospital guard. Sick prisoners.

11. Sick horses are to be led in hand in charge of the salootri. Sick horses.

12. Officers Commanding regiments are allowed the discretion of sending the families in advance of the men in the afternoon, or of permitting them to follow the regiment; but the former course is to be preferred when it can be adopted without inconvenience. Families.

13. If the road is good, and the obstruction of rivers, &c., does not occur, the families may generally arrive on the ground soon after the regiment. When it is otherwise, it is better that the families should precede the men. But in either case the regimental artificers and a strong working party

Sec. VII

Movement of Troops.

I

I.—By Road—*contd.*

from the regiment, under a non-commissioned officer, should accompany the carts to assist them in case of need.

14. The quartermaster of the regiment will mark out on the new ground a site for the families to leward of the ground chosen for the camp of the men, and at some distance from it. Crowding of the carts should be prohibited, and the bullocks should be removed to the rear. No carts ought to be allowed to leave the camp during the night, as they create disturbance and obstruct the road for the regiment in the morning.

Camping of
cultivated
ground to
be avoided.

15. Cultivated lands must not be occupied for the encampment of troops without absolute necessity. When crops are injured or destroyed from an unavoidable encroachment of a camp or by the march of troops, compensation is to be paid on the spot to the owner, by the quartermaster of the regiment. The compensation is to be paid in concert with the civil officer of the district.

Duties after
a march.

16. The first duty of soldiers after a march, is to attend to their horses, arms, clothing, and equipment and until these are in complete order soldiers will not be permitted to leave camp or quarters. For dismounted troops an inspection of the men's feet should take place whenever practicable.

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Sec. VII.

I

1.—By Road—*contd.*

17 Any one leaving camp after dark is to be required to give his name, both going and returning; failing to do so he is to be made a prisoner.

Leaving
camp after
dark

18. No tents are to be struck, nor any noise made in camp after last post, or before the first bugle or trumpet.

Silence in
camp after
last post

(Conservancy and Sanitation.)

19. The quartermaster is responsible for the regularity of the encampment generally, that the strictest attention is paid to order and cleanliness in the camp and that the regulations regarding conservancy and sanitary matters are obeyed.

Quartermas-
ter's duty

20. Immediately on arrival at an encamping ground, the quartermaster or other responsible officer will ascertain from the local functionaries whether water has recently been drawn from the well, and if it is in a fit state for drinking and other purposes; if unfit, effectual measures must at once be adopted for rendering it so before being used by the troops.

Drinking
water.

21. On all occasions of encampment, a piece of ground in the vicinity is to be allotted for the use of the men and camp followers as a latrine. When practicable the trench system is invariably to be used, or arrangements made to admit of the ordure being buried; the defilement of the ground on all sides of the camp is to be strictly prohibited.

Latrines.

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Movement of Troops

I

I.—By Road—*contd.*

On no consideration whatever is any ground to be taken up for latrine purposes which is in such proximity to wells as to make percolation to the water possible.

22. The position of trenches should be indicated by a flag, and their construction superintended by the regimental quartermaster. When half full of night soil the trenches are to be filled up with dry earth and fresh trenches dug out for use.

23 Corps will supply their own flags, which are to be made of yellow materials, measuring 3 feet by 2 feet, with a black disc in the centre. The diameter of the disc should be 9 inches.

24. In the case of standing camps, the latrines are to be made in the most convenient situation; fresh trenches will be dug daily parallel to those in use on the previous day, which will be filled in with earth as the new ones are completed, attention being paid to the cleanliness and salubrity of the camp.

25. The latrines and trenches are to be thoroughly filled in by the regimental sweepers and bildars before the rear guard leaves the ground. The officer on duty with the rear guard will report to the commanding officer that this duty has been done.

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I.

I—By Road—*contd.*

26 Whenever a regiment remains more than one night in camp, regular kitchens should be constructed, and one or more pits dug, into which all refuse is to be thrown. All refuse must be removed from camps daily, and either be sold, buried or burnt.

27. On the breaking up of a camp, the commanding officer will place himself in direct communication with the tahsildar or responsible local functionary to arrange for effectual measures being adopted by the local authorities for thoroughly sweeping and cleaning the whole of the ground occupied, and for burning or removing to a distance all collections of stable litter or refuse which may not have been previously burned or buried, so as to make the ground perfectly fit for re-occupation by any troops marching by the same route.

28. To admit of a free circulation of air throughout the tents kumats or walls of the soldiers tents in a standing camp should be raised from the ground and fastened to the fly ropes, every third day weather permitting, for four hours in the morning, when the men's kits will be packed and the bedding hung out on the tent ropes to air.

(Precautions against cholera.)

29. Officers are strictly enjoined never under any circumstances, to encamp upon ground where

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I.

I.—By Road—*contd.*

cholera has shown itself in a preceding corps or detachment.

30. Should there be any cause to apprehend an out break of cholera in a corps on the line of march, order should be issued and enforced for a thorough washing of all the clothes and for the complete purification of the carts and matting which forms the hood of the carts. The water used for this purpose should not be taken from wells used for drinking purposes. The sick families should be separated from the healthy, and in standing camps the tents moved from time to time.

31. Should cholera attack a corps while on the line of march, it is desirable that a divergence from the road of four or five miles should be made at right angles to the prevailing wind or track of the disease, if supplies can be obtained on the new route.

32. Under such circumstances, elevated and dry situations sufficiently removed from a village or town and from the influence of swamps or pools of stagnant water should be selected for encamping grounds. No further communication should be allowed with a town or village than may be absolutely necessary for the supply of provisions.

33. Should cholera continue long in a corps on the line of march, commanding officers are autho-

Movement of Troops.

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I.I —By Road—*contd.*

riised to break up the corps into small parties, marching at intervals.

The number of separate camps must depend upon the number of medical officers available for duty.

34 In cases where the violence of the disease may render the measure necessary, officers will halt altogether on any eligible spot within reach, or merely move their camps for change of air and clean encamping ground, until it may appear advisable to move on. Whenever practicable, the corps should be broken up into as many parties as can be properly provided with medical aid, and separate encampments formed one or two miles apart, measures being taken to prevent communication between them.

35. In order to maintain men and families in Preservation health, they should be encouraged to eat heartily and to bring to speedy notice any attacks of diarrhoea or any premonitory symptoms of cholera, however slight. On no account should unripe fruit or other sources of disease be brought into camp.

36. Particular care must be taken to prevent the men exposing themselves to the night air by sleeping outside their tents, and those on night duty should be ordered to wear their great-coats,

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Movement of Troops.

I.

1.—By Road—*contd*

or serge clothing, according to the season of the year.

37. On the outbreak of any severe epidemic or other sickness among troops on the line of march, officers commanding will make daily report, by telegraph when possible, to the principal medical officer of the command, repeating them to the Divisional Quarter-Master, for the information of the Commander.

Special
reports

38. These reports will be in addition to the regular progress reports and will be continued as long as the sickness lasts.

(Carriage and Supplies).

Carriage

39 Whenever a corps or detachment may be warned for movement, it will be the duty of the commanding officer to ascertain that all practicable means are used by the several ranks under his command to provide themselves with the necessary carriage. When regimental arrangements cannot be made, application must first be made to the civil authorities.

40. In the event of the aid of the civil authorities being found necessary, the commanding officer having ascertained the exact number of carts, &c., which will be required and which it will be his duty to restrict as much as practicable, will make

Movement of Troops.

Sec. VII

I.

I.—By Road—*contd.*

the necessary application, always giving unless absolutely impracticable, at least fifteen days' notice, and specifying the date on which the carriage will be required, which will be the second day previous to that fixed for the march. On receiving intimation from the civil authority, that any of the carts required are ready, the commanding officer will make arrangements for their being inspected and taken over, if found suitable, for the purpose required.

41. The commanding officer is responsible that the owners or drivers of carts, &c, employed by the corps, are in no way ill-treated by either officers or men, and that the carts and bullocks are not overloaded, the cartload never being allowed to exceed 800 lbs., including all persons habitually carried on it, and the load of a bullock 123 lbs.

42. No demand for coolies, carts, or cattle is to be made at any intermediate village, except in the event of unforeseen accidents on the road, such as the death or desertion of coolies or casualties among cattle, when the commanding officer will make the requisite demands to the headman of the place in communication with the revenue servant accompanying the troops. Commanding officers must, in such cases, pay a proper consideration to the means and resources of the village, and enforce in the strictest manner an adequate remuneration to the people .

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Movement of Troops

I.

I.—By Road—*contd*

employed on their requisition. The commanding officer of a corps or detachment is the only person entitled to correspond or communicate with the civil authorities on the point above stated.

43 Tahsildars should also be directed to give timely intimation to all the villages in the vicinity of each stage of the day on which the troops will be at that stage, and to invite and encourage the inhabitants to bring in their supplies of every description for sale, the same as at the weekly market, assuring them that nothing will be taken from them and no oppression will be permitted to be practised towards them.

(Reports.)

Marching
States.

44. The officer commanding any body of troops under orders of movement, is to send on the day of quitting the military station, a marching out state to the Chief of the Staff, and on arrival at his destination he is to send to that officer a marching in state

45. When the troops are moving through a military station, merely making the halt of the day of arrival, a report of their arrival is to be made to the staff officer of the station.

Progress re-
port.

46. A progress report is to be furnished weekly (every Monday) to the Chief of Staff, to be despatched from the station or encamping ground at

 Movement of Troops.

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II.

 I.—By Road—*concl'd.* II.—By Railway.

which the corps or detachment may arrive, or be halting at, on that day.

47. When anything happens to alter materially the dates mentioned in an arrival or departure report, such for instance, as heavy rain that causes troops marching to halt, or the receipt of an order by troops marching to take the rail, an amended report and copies must be sent out at once in correction of those first issued.

II.—By Railway

(General.)

48. Officers in command of troops moving by railway are responsible that the regulations of the railway companies are complied with by the troops, and they are not to interfere with the prescribed running of trains or the general working of the railway service.

Officers not
to interfere
with traffic.

49. Officers commanding troops proceeding by railway are to warn their men of the danger of attempting to get out of carriages in motion.

Men not to
leave train
when in
motion.

50. When troops are ordered to move by railway, an officer and an intelligent non-commissioned officer, will precede them, and, under direction of the despatching officer, will label or mark off with a piece of chalk on the foot-board of passenger carriages, and in a conspicuous place on the side of the cattle-trucks and horse-boxes, the troops, battery,

Arrangements
to be made
prior to en-
trainment.

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Movement of Troops.

II.

II.—By Railway.—*contd.*

or company allotted to them, and the number of men or horses each will hold. The bottom of cattle-trucks should be carefully inspected the day before being used for the conveyance of horses, as accidents are likely to arise from the planks being unsound.

Arrival of
main body
at station

51. When the number of troops to proceed is considerable, the necessary arrangements as to the entertainment should be made before hand, if possible on the previous day, and these arrangements will include hours of arrival, road of approach, the place or places of entertainment, working parties required, &c.

52. The approach of the troops to the station should be reported to the superintending staff officer, or in his absence, to the railway authorities, in order that the route to be used within the station, and the halting place previous to entertainment, may be pointed out.

53. The troops themselves should arrive at the station at least 40 minutes before the time named for the departure of the train, the families proceeding the troops under the charge of an officer or non-commissioned officer furnished with a nominal list, and with orders to see them placed at once in their carriages. The sick should ordinarily arrive at the station 40 minutes before the train starts. The hospital accomodation allotted will be pointed out

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II.

II.—By Railway—*contd.*

to the officer or subordinate in medical charge by the despatching officer.

54. The women with their children should be Families counted as they enter the carriage in the presence of a railway official, and they should be discouraged, as much as possible, from taking with them in the carriages an inordinate quantity of bundles, tending to the discomfort of all.

55. The baggage will, as a rule, be entrained Baggage prior to the arrival of the troops. It should be unloaded according to the sub units to which it belongs

56. When the troops are ready to entrain, they Party for each compartment to be told off. will be numbered and divided into parties corresponding to the number of the carriages, a non-commissioned officer being, if possible, detailed for every compartment. In cases where this is not practicable, a steady soldier is to be placed in charge; the troops will then be marched, party by party, into the carriages.

57. When the troops enter the carriages the Entering carriages. seats will be filled from the furthest side in succession, the men facing each other as they take their places.

58. The doors on the off side only of the passen- Advance. ger carriages composing a troop train will remain

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Movement of Troops

II.

II.—By Railway—*contd.*

locked during the journey, and the senior non-commissioned officer or soldier in charge of the compartment will be seated near the unlocked door, and be held responsible that no man leaves the carriage except at stations where the train purposely stops to admit of their doing so.

59. Each man will retain possession of his arms (if racks or hooks are not provided) and accoutrements. The senior non-commissioned officer or soldier in each compartment will be made responsible that no damage occurs whilst the troops occupy it, and a memorandum will be taken at the time of entry, under the orders of the officer commanding the troops of the number in the carriage and compartment and the name of the senior man in charge, who will report to the officer deputed to go down the line for the purpose after the men are seated whether each compartment is complete in its component parts and fittings, and again whether all is correct and uninjured, before the men leave the train; a railway official inspecting each compartment also, and reporting any deficiencies or breakages to the officer in command, who will settle all claims before the troops leave the railway premises.

60. When the train is ready to proceed, the "advance" will be sounded. Silence must be maintained until the train moves off; no shouting to be allowed and no man is to put his head out of a

Movement of Troops.

Sec. VII.

II

II.—By Railway—*contd.*

window or leave a carriage without permission, or get out on the reverse side of the train, except when ordered by his officers or requested by the railway officials to do so.

61. On long journeys, when it is necessary that the troops should be fed or horses watered en-route, previous preparations should be made regimentally, an officer with one or more non-commissioned officers being if necessary sent forward to make arrangements. Refreshment.

62. On arrival at the place agreed upon for the train to halt, the officers will get out and go to their companies' carriages; sentries from the quarter guard will be posted to prevent the men from straggling or getting out at the wrong side of the train. When these arrangements are complete the "Halt" will be sounded, and those who require to do so will get out of the train, leaving their arms in the carriage.

63. Whenever, owing to the exigencies of the train service, a troop train is likely to be detained for more than five minutes at a station not agreed upon a halt, the station master will inform the officer in command, so that the man may be permitted to leave the train for necessary purposes.

64. When it is time to proceed the "close" will sound, on which the men will all return to their

Sec. VII.

Movement of Troops.

II.—By Railway—*contd.*

carriages; the officers will see that their men are all present, and having so reported to the commanding officer, the sergeant of the guard will be ordered to withdraw the sentries and return to his carriage. Lastly, the officers will get in, and the commanding officer will give directions that the train may proceed.

Accidents.

65. In case of accident to the train the officers will proceed at once to the carriages of which they are in charge, and the men will retain their seats until ordered to descend. Perfect order will be maintained, and the directions given by the commanding officer or railway officials promptly executed.

(Cavalry.)

Men to be
told off to car-
riages.

66. On arrival at the railway station the men will dismount and will be told off in sections corresponding with the capacity of the carriage provided. Having deposited their arms and accoutrements in some spot selected, in the same order in which they stood in the ranks, they will again be told off into sections of 3, 6, or 8 horses, according to the capacity of the horse-boxes or wagons.

Horses to
be told off.

67. The sections will be numbered off from the right of the squadron, and they will afterwards file from the most convenient flank, each halting opposite the truck marked with the number of the

Extrading
area.

Movement of Troops.

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II.

II.—By Railway—*contd.*

section. A quiet horse should be selected to go in first, followed by No. 1 of the front rank of each section and then his rear rank horse. Should a horse be very restive, backing him in will generally succeed.

68. As a rule, the first horse is to be led in and secured to the opposite side of the carriage by the bridoon reins and the head collar chains or head ropes, either to a ring placed for the purpose, or to the bars of the truck. The other horses will follow in order, each soldier taking off the bridle bit, hanging it round the horses neck, and leaving the truck the moment he has secured his horse.

69. The horses' heads, when it is possible, should be placed facing away from the second line of rails, as the horses are easily frightened by trains and engines passing. The moment the last horse is in, the door must be at once shut and the fastenings of the trucks afterwards carefully examined by a railway official.

70. A non-commissioned officer and a couple of intelligent men from each troop, previously told off for the purpose, will go round and examine the fastenings of all the troop horses, and make such alterations as may be necessary under the personal superintendence of the troop officers.

Sec. VII.

Movement of Troops.

II.

II.—By Railway—*could*.

71. The men, when the whole of the horses of the section to which they belong have been entrained should at once proceed to the spot where they have left their arms, cloaks, &c., which they will resume and fall in; they will also be desired to remember the number and position of the truck containing their horses, and to fall in front of it when they are ordered to disentrain.

72. Horses as a rule should be unsaddled when conveyed for very long distance by rail, the saddles will be carried in covered goods van or brake-vans. A 10 ton covered goods van will hold the saddles of a squadron.

73. After the men have deposited their arms, &c, as already detailed, they will be ordered to unsaddle and hold their horses; they will then remove their saddles, bridles and appointments, and arrange them on the ground in a regular manner opposite to the wagon which has been told off to their respective squadrons.

74. A non-commissioned officer and two men previously selected for each wagon will then pack the saddles in the goods wagon in a convenient manner so as to take up the least possible space. The same men will be employed to take them out and distribute them on arrival at destination.

Movement of Troops.

Sec. VII.

II.

II.—By Railway—*contd.*

75. In a lancer regiment certain men previously told off, will collect the lances and deposit them, the leading troops in the front brake-van, and the other troops in the rear brake-van. Lances to be placed in the brake-van.

76. When it is intended to water and feed the horses during a halt, the “Feed” will be sounded, when the men will get out of their carriages and proceed at once to the trucks containing their horses, water in buckets having been provided by previous arrangement; one man will then get into the truck and water each horse in succession, and buckets being passed to him from the outside. The horses may then be fed with gram from the nose-bag in the usual manner. Watering and feeding horses.

77. For long journeys, in order to preserve the horses tails from rubbing, they may be protected by being plaited with straw or by the stable rubbers being tied on to them. Protection of tails.

78. On arrival at the destination, the “Halt” is to be sounded, when the men will get out and fall in opposite the carriages, and will be marched to some convenient spot selected by the commanding officer to deposit their arms and cloaks. The men then fall in opposite the trucks containing their horses. Detraining.

79. The door of each truck is then let down, and a mat, or loose straw, if it can be procured, spread

Sec. VII

Movement of Troops.

II.

II.—By Railway—*contd.*

upon it; the horse opposite the entrance is to be immediately bridled and led or backed out by the man to whom it belongs, the horses to the right and left following it in turn. The troops will then be formed up in the most convenient place, and the horses again held until the arms, &c., are resumed and placed upon the saddle.

80. In a lancer regiment the men who collected the lances will take them out of the brake-vans and bring them to the front of each troop, when a non-commissioned officer will superintend their distribution.

81. When the arrangements before detailed are properly carried out, the train can be ready to start in half an hour from the time of beginning to load, and even less time will be sufficient for unloading.

(*Artillery.*)

Preparatory
arrange-
ments.

82. On the arrival of the battery at the station, it should be drawn up at the nearest convenient spot. The men will dismount and will be formed up two deep, take off their swords and accoutrements, and, some convenient place being selected, will lay them on the ground in the order each man stood in the ranks.

Movement of Troops

Sec. VII.

II.II.—By Railway—*contd.*

83. The horses will then be unhooked, the traces hooked over their backs in the usual manner, and told off in sections according to the capacity of the cattle-trucks; each section will, then file off to the truck allotted to it under the direction of the officer commanding the division, and be entrained in the same manner as laid down for cavalry (see para 67). The gunners will assist the drivers to entrain the horses, and on the conclusion of this duty the whole will proceed to entrain the material.

84. In entraining the guns, wagons, and carriages, trucks for loading from a dock are, if possible, to be used; when, as is the case on some railways, the ends of these trucks let down and meet, the carriages of the battery may be run on from one to the other in a few minutes. These trucks, however, are not so convenient when there are no docks or other facilities for unloading, and should in such cases be avoided.

*Entraining
guns etc.*

Trucks having sides letting down are next in point of convenience, and lastly, low-sided trucks.

85. Carriages must when loaded from a dock, be run on to the truck unlimbered. The wheels must be well secured with lashing rope and scotches, the latter being generally procurable at railway stations. Should there be hay on the wagons, it is not to be suffered to remain during the journey but must be placed in a luggage van.

Sec. VII.

Movement of Troops.

II.

II.—By Railway—*contd.*

86. Low-sided trucks are found on most railways ; the loading on these requires more manual labour than on other trucks, as it is necessary to lift the carriage over the sides by main force. The gun (or wagon) and its limber are to be placed on the truck with the trail (or perch) and the shafts pointing inwards and resting on the floor.

87. This mode of conveyance requires much lashing, and these large trucks are not recommended when others can be obtained. When used, they should, if possible, be loaded at the end, as the operation when performed from the platform is most laborious.

88. The carriages being entrained and secured, the gunners will take up their swords and the whole detachment fall in two deep, and be told off in squads corresponding to the capacity of the compartments of the railway carriages.

89. On the arrival of the train at its destination the officers will get out first, and the trumpeter will be ordered to sound the "Halt," when the men will descend. The gunners will fall in, and be marched to a convenient spot to deposit their swords and accoutrements. Should the drivers have been wearing their cloaks, those of each subdivision will place them together where directed by the non-commissioned officer in charge.

Movement of Troops.

Sec. VII.

II.II.—By Railway—*contd.*

90. In the event of the platform not being of sufficient length to the entire train to draw up along side it, the horses are to be detrained first. The door of each truck will be let down, a mat or straw placed upon it, and the horse opposite the door led or backed out, the rest following in turn. The horses are to be formed up at the discretion of the commanding officer, and the carriage trucks brought alongside the platform.

91. The guns, &c, will be taken off by the gunners, and whether this is done at a dock or at the platform, the horses of each carriage will be hooked in as soon as it is detrained, and it will be drawn to the place of parade indicated by the commanding officer, so as to clear the ground as soon as possible.

92. Should it be possible to detrain horses and material simultaneously in consequence of the capacity of the platform, it may be done. When this is the case, the gunners being unable to assist in detraining the horses, the non-commissioned officer of drivers should take the first horse of each pair out of the truck, the driver following with the other, should then take charge of both horses.

93. As it may become necessary to detrain without the aid of a platform of any sort, some strong skids, not less than 15 feet long, and some planks to form a ramp, should always be carried.

Sec. VII.

Movement of Troops.

II.

II.—By Railway—*contd.*

In case of urgent necessity, two lengths of rail may be used for the same purpose; but it is believed that a small temporary platform may be made by the employes of the railway in a sufficiently short time in ordinary cases

(*Infantry*).

Preparatory
arrange-
ments

94. One sergeant for each company, one for the detail attached to head-quarters, and one for the guard and prisoners, the whole under the officer sent on to mark the carriages, will be at the railway station at least 40 minutes before the time usually named for the departure of the train. The sergeants will previously ascertain with exactness what strength the companies and parties they represent will muster at the station; the guard and prisoners not to be included in the strength of their companies, as separate compartments will be told off for them.

95. The officer in charge of the above mentioned parties will then give over the non-commissioned officers the compartments of the carriages for the accommodation of their men, &c., each non-commissioned, as soon as the compartment for the party he represents are handed over to him, will mark on the foot-board of each compartment with a piece of chalk the name or letter of his party, and will then place himself opposite that one which is nearest the side from which the troops will approach the carriages.

 Movement of Troops.

Sec. VII.

II.

 II—By Railway—*contd.*

96. The battalion will arrive at the railway station at least 40 minutes before the time usually named for the departure of the train, and will be halted by the Commanding Officer on ground which will be pointed out by the Staff Officer superintending the departure. Each company will then be told off into sections, and when this has been done, the battalion will move on to the platform in fours; when the rear of each company arrives at its marker, it will be ordered to halt, and turn towards the train, remaining in fours. Each company commander will now move along the front of his company and point out to each section the compartment it is to occupy, and having done so, will give the order "Quick march," when the men will move at once into their respective compartments.

97. The chargers of mounted officers should be sent to the station along with the baggage, in view to their being placed in the horse-boxes before arrival of the troops.

98. Should a fatigue party be required to assist the baggage guard, the men will be directed to pile arms, and those detailed for this duty to take off their accoutrements, great-coats, &c., and to place them on or under the stands of arms. When the baggage is loaded, the fatigue party and baggage guard will rejoin their companies; the party will

Sec. VII.

Movement of Troops.

II.

II.—By Railway—*contd.*

then unpile arms, come to attention, and enter the carriages as directed in the preceding paragraph.

When a fatigue party is not required, the troops will be directed to stand at ease or pile arms and break off (remaining close to their arms) until the train is ready for their reception, when they will enter it as already described. In all cases soldiers will take with them their water bottles filled.

99. If racks or hooks are not provided, each man must retain possession of his rifle, unless the Commanding Officer should think fit to allow them to be placed upon the packages under the seats but they are never to be laid upon the floor of the carriage.

Detraining.

100. When the train arrives at its destination, the officers will first get out and go to their company's carriages. On the "Halt" being sounded, the men will get out of the train with their rifles in their hands, and will fall in on the platform in the same order in which they entrained.

101. The men are to be marched off in the same manner as they entered the station before starting, or the Commanding Officer may order the markers to be placed on some convenient spot outside the station, and on the "Close" being sounded, the men will form on their markers and will be told off in the ordinary manner.

Lines.

Sec. VIII.

SECTION VIII.--LINES.

1. When a regiment is ordered to build its own lines, a representative committee shall be appointed by the commanding officer—

Hutting committee.

(1) To consider a general plan of the lines.

(2) To determine the dimensions, plan, and cost of each hut.

(3) To fix the amount each rank is to contribute monthly to the building or Hutting Fund for

(a) Construction.

(b) Keeping huts in repair.

(4) To devise a proper system of drainage.

2. When the whole scheme has been worked out to the satisfaction of the commanding officer, he will submit it with the plans for the approval of the Commander.

Scheme to be submitted for approval.

3. The work of construction once commenced should be continued without interruption and every endeavour should be made to finish the work within the time fixed for the completion of the lines.

Work not to be interrupted.

4. Thatched roofs are forbidden, except in stations where other material is not procurable.

Thatching forbidden.

Sec VIII.	Lines.
Int the prop- erty of building fund until paid for	5. Until the soldier has paid the full value of the hut he occupies, the hut remains the property of the Hutting Fund.
Huts of de- serters.	6. A soldier deserting forfeits all right to his hut and all claims on the Hutting Fund and the hut becomes the property of the Hutting Fund.
Huts not, to pass into other hands than that of soldier of the re- giment.	7 The commanding officer is on no account to permit any soldier's hut to pass into the possession or even occupation of any one not a soldier serving in the regiment. A soldier's hut therefore, when the owner becomes a casualty, will be taken over by the Hutting Fund paying to the man or his heirs the value of the hut.
Building plots.	8. The granting of plots within the boundaries of the regimental lines, except in the regimental bazaar, to relatives of soldiers or civilians, for building or other purposes is strictly prohibited.
Military ju- risdiction.	9. The military jurisdiction over the regimental bazaar should not pass from the hands of the commanding officer, he is to be most particular not to allow any one to reside or have any interest in the regimental bazaar without obtaining from him a stamped agreement that he will consider himself under military jurisdiction and will abide by the orders of the commanding officer.
reservation and clean- liness, &c.	10. Officers commanding regiments are required to pay strict attention to the preservation and cleanliness of their lines, and to satisfy themselves

Lines.

Sec. VIII.

that the huts are kept in good repair, so that, whenever a regiment moves, they may be left in a state fit for reoccupation.

11. Horse litter is not to be allowed to remain in the lines under any circumstances, but will be collected at appointed places for removal. Horse litter to be removed.

12. Animals are not to be killed except in the authorised places. Slaughter houses.

13. Faqueers are not to be allowed to settle in or near regimental lines. Faakeers not allowed.

14. The growth of trees in regimental lines should be fostered and protected as much as is possible, consistent with due regard to sanitation. Trees.

15. When a regiment is under orders to march, the commanding officer is responsible that every means are taken to prevent damage being inflicted on the lines by the removal of wood from the roofs, or of any other fixtures. Lines when about to be vacated.

16. Previous to the march of a regiment a committee will assemble to report on the lines thereof. Committee on lines prior to a regiment's departure.

17. Public buildings will be made over to any officer appointed by the officer commanding the station to take over charge. Public buildings to whom to be made over.

18. The limits of all military lines are to be defined by pillars of masonry, erected at each angle of the boundary line, and which are to be replaced. Limits to be marked.

sec. VIII.

Lines.

whenever they have been destroyed, or are not forthcoming. No deviation from the fixed limits is permitted without the sanction of government.

plan of lines
to be kept

19. A plan of the lines of each regiment, on a scale sufficiently large to show every building on it, is to be kept in the office of the division quarter master.

repair, &c., to
buildings

20. All buildings erected by government are to be whitewashed and kept in repair by government; those erected with regimental funds are to be whitewashed and kept in repair under regimental arrangements.

Horses and Veterinary Duties.

Sec. IX.

I.

SECTION IX.—HORSES AND VETERINARY DUTIES.

I.—Remounts.	V.—Farriers.
II.—Miscellaneous	VI.—Casting.
III.—Veterinary Surgeon and Horse Hospital.	VII.—(Silladar regiments) Horse price and Chaudah Funds.
V.—Stable management.	

I.—Remounts.

1. Remounts, to number for which provision has been made in the current year's budget, will be purchased under the orders of the Commander at the horse marts at Madras and Bombay, or from local dealers when horses of the proper stamp are presented. How and where obtained.

2. On arrival at head-quarters the remounts, before being brought on strength of regiments, will be examined and passed by the garrison committee. To be passed by a committee.

3. On receipt of intimation as to the date and hour at which remounts despatched by rail will arrive at their destination, commanding officers concerned will detail parties to meet and march them to the regimental or battery lines. Arrival of remounts.

4. All remounts—whether officers or troop horses—are to be inspected by the veterinary surgeon on joining any of the mounted branches of Inspection of remounts.

Sec IX.

Horses and Veterinary Duties.

I.

I.—Remounts—*contd.*

the service, with a view to prevent glanders and other contagious disease being introduced into the corps.

be examined on arrival.

5. On joining a corps every horse is to be examined, and any error of description immediately corrected, incomplete rolls being returned for correction.

be branded with regimental number.

6. Every horse joining a corps or battery is to be branded on the near fore hoof, with the regimental progressive number.

period to be considered as remounts.

7. Horses sent as remounts to complete the establishment are to be considered as such for twelve months from date of joining the corps or battery to which they had been assigned.

exercise of remounts.

8. The exercise of remount horses is to be regulated by their age, strength, and condition at the time of purchase. They should, however, be taken into quiet work immediately on joining. The duration of their daily exercise is to be gradually increased as their feed is augmented, and at no time is their work to be such as to break their spirit, reduce their condition, or induce fatigue. Remounts should be accustomed to elephants and camels, to the report of fire arms and the beating of tom toms, &c.

Horses and Veterinary Duties.

Sec. IX.

I

I.—Remounts—*concl.*

9. With a view to prevent accidents occurring to young horses from their kicking each other, and to the soldiers employed in breaking and grooming them, commanding officers of mounted corps may use their discretion in leaving the hind feet of their remounts unshod until the animals have been trained.

10. An officer wishing to provide himself with a charger from a batch of remounts, will notify his wish to the division quarter master, so that an extra horse may be included in the next batch of remounts that are to be obtained for government.

11. If within 3 months from date of purchase, the officer finds the charger unsuitable to his requirements, he will be permitted to bring the horse before a garrison committee to be examined as a remount for the ranks of the corps to which the horse may be found suitable.

12. No officer will be permitted except under very exceptional circumstances to purchase a horse once passed into the ranks.

13. Commanding officers are held responsible that all officers under their command are well and suitably mounted, agreeably to their rank, and their chargers are fit for the service.

Sec. IX.

Horses and Veterinary Duties.

II.

II.—Miscellaneous.

en to ba-
ome attach-
d to their
orses.

14. Every endeavour should be made to attach the men to their horses: no cavalry can be really efficient where this feeling does not exist. Soldiers should therefore be spared from being made to give up their horses for the use of others, excepting on parade or under emergency.

hen troop
horses may
be used by
officers

15. In time of extraordinary emergency, troop horses may be used by officers of the regiment, but on the public service only, and then only with the sanction of the commanding officer.

als of hor-
ses to be
cut.

16. The tails of troop horses are to be cut to such a length as to reach, when not raised, from six to eight inches above the hock, a margin of two inches being allowed to suit horses of different size and breeding. The length of the tails of officers' chargers is also to be strictly in conformity with this regulation.

III -- Veterinary Surgeon, and Horse Hospital.

uties of the
veterinary
surgeon.

17. The veterinary surgeon is to have free access to all the stables, and commanding officers are to give him every assistance and support, it being necessary that on all occasions a ready compliance with his suggestions for the care and treatment of the horses, the ventilation of the stables, &c., should be adopted, and enforced by superior authority.

18. The horse hospital is under the direction of the veterinary officer who should visit it daily and is

Horses and Veterinary Duties.

Sec. IX.

III.

III.—Veterinary Surgeon, and Horse Hospital—*contd.*

responsible to the commanding officer for its proper management, and for the due care of the medicines, instruments, &c, placed under his charge, which, excepting in very special cases duly authorised, are to be used for regimental purpose only. His assistant or salootri should live at or near the hospital so as to be at all times present when required.

19. The salootri is responsible for seeing that the diet prescribed is observed, and that the direction giving for the general treatment and management of sick horses are at all times strictly carried out

Salootri responsible for the diet of sick horses

20. The ordinary hospital diets, subject to such modifications as may be necessary, are as follows :—

Hospital diet.

Low diet—Bran	4 lbs.
Gram	1 „
Hay or Fine Grass	13 „
Medium diet—Bran	2 „
Ground gram or barley	4 „
Hay or Fine grass	10 „
Full diet—Bran	1 „
Ground gram or barley	6 „
Hay	20 „

21. The veterinary officer may, when he thinks necessary, order green forage carrots, oats, linseed, as procurable, in addition to, or in substitution for, any of the above named regular articles of diet.

Sec. IX.

Horses and Veterinary Duties.

III.

III.—Veterinary Surgeon, and Horse Hospital - *contd.*

admission and removal from hospital. **22.** No horse can be admitted into, or removed from, the hospital, without the sanction of the veterinary officer, and the veterinary officer will be responsible that no horse is retained in hospital which should be at work.

sick register. **23.** A vernacular register of all horses admitted into hospital is to be kept in the following form :—

REGIMENT.

Register of sick and lame horses.

No.	Troop.	No of horses	Disease.	Treatment.	Date of admission.	Date of discharge.	Remarks.

salootri to be acquainted with every horse in a regiment. **24.** It will be the duty of the salootri to make himself acquainted with the age, constitution, defects, and general qualities, of every horse of the regiment, both by personal examination and by enquiring into its antecedents, he is therefore to have free access to all the horses in the lines for this purpose.

prevention of disease. **25.** In view to the prevention of disease, the veterinary officer should acquaint himself with predisposing causes, and with the most effective means of removing, or at least modifying them, recommending to the commanding officer the adop-

Horses and Veterinary Duties

Sec. IX.

III.

III.—Veterinary Surgeon, and Horses Hospital—concl'd.

tion of such measures as will tend to preserve the health of the horses.

26. When any unusual sickness prevails among the horses, the veterinary officer will immediately report the circumstance to the commanding officer, stating whether he considers the complaint contagious, and whether he thinks it originated from severe duty, exposure to cold or fatigue, bad forage, or from any other cause, with a full detail of the medical treatment and precautions adopted.

Cases of unusual sickness.

27. Horses with infectious disease must be kept separate from all others, and before the stall or box used by such horses shall be again occupied, it is to be carefully scraped and covered with cow-dung and clay, then whitewashed, all wood work should be scoured with soap and warm water.

Cases of infectious disease.

28. On the march the sick horses are led in charge of the salootri, and in camp the horse hospital is established as in quarters.

Sick horses on the march.

29. The salootri attends durbar, and makes a daily report of the number of admission to, discharge from, and number of horses remaining in, hospital.

Salootri to attend durbar.

30. The assistant salootri, while at regimental head-quarters, is under the orders of the salootri and will assist in all the duties of the horse hospital. When detached with any portion of the regiment, the orders for the guidance of the salootri are cable to him.

Duties of assistant salootri

ec. IX

Horses and Veterinary Duties

IV.

IV.—Stable Management.

shing

31. Officers commanding regiments are to be strict in preventing horses being washed, washing a horse may give him fever or some other malady. If for some particular reason a horse has to be washed, it must be done between 12 and 2 o'clock, the warmest part of the day, and the horse should immediately afterwards be rubbed dry. No horse should be taken to a tank to be washed.

ming
work.

off **32.** When the horses come in from work, the men must at once proceed to stables and picket their horses, the saddles should then be removed, leaving nundas on the back, over which the jhool will be put, taking care that it is tied under the belly which will prevent the numdah from slipping. Having done this the men may be permitted to have 10 minutes for refreshment preparatory to the stable call sounding.

rooming.

33. When the horses come in hot from work, the saddles should be removed as above. The feet are to be picked out and cleaned, the rough mud and dirt to be got off the legs with the wisp and brush; the head and ears after being properly dried, first with the wisp, then with the hand, may be finished with the brush, then the chest, neck, mane, &c., should be dressed. If by this time the horses' backs, are sufficiently dry, the jhools may be removed, the back and body should then be dressed, first with the wisp, afterwards hand rub, and then finished with the brush.

Horses and Veterinary Duties

Sec. IX.

IV.

IV.—Stable Management - *contd.*

34. It is to be considered a general rule in grooming that the feet and legs are first to be attended to; next the head and neck, then the body; after which the eyes, nostrils and dock to be sponged, and finally the mane and tail to be brushed.

The scarf and dirt is to be struck out of the curry comb on the ground at the rear of each horse, and left there until the stables are swept out. The hair which comes off in hand rubbing is also to be collected, and will be evidence of proper grooming. When the wisp, brush, or hand is used, it is necessary to lean hard against the horse, the man must therefore stand away from, and not under the horse, the hand should act on the body backward and forwards with a circular motion and not merely the way the coat lies. No long hairs are to be permitted to remain on the legs, bellies, or under the jowls of the horses.

35. Stables are to be held morning and evening Stable horses. at such hours as may be announced in regimental orders from time to time. The stable duty will usually be for one hour, and as a rule all non-commissioned officers and soldiers must clean their own horses.

36. On the line of march, the horses' backs are Horses' back to be inspected. to be carefully inspected morning and evening. If

Sec. IX.

Horses and Veterinary Duties.

IV.

IV.—Stable Management—*contd.*

orders be attended to, aggravated cases of saddle-gall can never occur.

Stable duty.

37. Squadron commanders should attend stables as often as the commanding officer may deem necessary—ordinarily not less frequently than twice a week.

38. All sub-commissioned officers should be present at morning stables, and one sub-commissioned officer per half squadron must attend in the afternoon. All non-commissioned officers and sowars must be present at stables, unless specially granted leave, in which case they must make satisfactory arrangements for their horses being properly groomed and fed. Horses of men in hospital, on duty, or absent on leave, must be cleaned and fed by the comrades or syces of the absentees.

39. It is the duty of the officer of the day to have the trumpet sounded for stables, feed, and dismiss; but permission should be obtained to sound the latter call from the senior officer present on the spot.

40. In doubtful or rainy weather, or cold, raw days, it should be left to the discretion of the officer on duty to sound for stables or not. In unfavourable weather the grooming should be briskly done, and the duration of the duty curtailed in order to avoid unnecessary exposure.

Horses and Veterinary Duties.

Sec. IX.

IV.

IV.—Stable Management—*contd.*

41. Whenever a horse falls sick or becomes lame, ^{Horse falling sick.} a report is to be made immediately to the half-squadron commander, in order that, if necessary, the horse may be taken to the horse hospital for treatment. In severe cases a report should at once be made to the squadron commander, who will bring the circumstance to the notice of the commanding officer without delay.

42. When glanders is hanging about a regiment, ^{Glanders.} the baggage ponies should be inspected daily by responsible non-commissioned officers. Any suspicious appearances to be at once reported to the veterinary officer, the troop officer, and the squadron officer. The latter will at once bring the circumstance to the notice of the commanding officer.

43. If a horse is suspected of an infectious disease, ^{Infected horse.} he should at once be separated from all other horses and ponies, picketed at a distance from the lines. A single attendant should be in charge of him, who should be placed in quarantine and not permitted to leave the immediate neighbourhood of the horse. The commander should be daily kept informed by the veterinary officer of the progress of an infectious disease.

44. Should the horse be destroyed, a committee ^{Gear of infected horses to be destroyed.} of officers should at once be assembled to value the whole of the gear of every description that has been

Sec. IX.

Horses and Veterinary Duties.

IV.

IV.—Stable Management—*contd.*

in use with him since he was taken ill, together with the entire clothing, &c., of the attendant. The whole should be burnt on the spot where the horse was destroyed, without loss of time.

Destruction
of a govern-
ment horse.

45. When it is considered necessary that a government horse should be destroyed, a regimental committee of officers, with the veterinary officer in attendance, will assemble at once stating in its report the reasons why the horse should be destroyed.

46. The sanction of the Commander will be necessary, before the horse can be destroyed, but if in the opinion of the committee it is necessary that the animal should be, without delay, put out of its misery, the committee will state so in its report and that the horse was destroyed in its presence.

Death of an
infected
horse with-
in muni-
cipal limits.

47. When a horse dies of an infectious disease in lines within the municipal limits of a town, a death certificate specifying the disease is to be sent by the veterinary officer to the officer commanding the regiment in whose lines the horse died. This certificate the commanding officer will, without delay, send to the municipal authorities to take the necessary steps for the removal of the carcass and its disposal under their rules.

Poisoned
horses.

48. As instances frequently occur of horses on the line of march being poisoned for the sake of

Horses and Veterinary Duties.

Sec. IX.

IV

IV.—Stable Management—*contd.*

their hides and flesh, it is recommended that the carcasses of horses which may die from any cause on the line of march, and particularly on the grand trunk road, should be utterly destroyed and made unfit for food, the hides being cut and scored so as to render them useless and unsaleable.

49. Squadron commanders are responsible for the condition of the horses, and will, under the sanction of the commanding officer, order grain in excess of the ordinary allowance, and also massalas, etc., when necessary.

Horses in
poor condi-
tion.

50. In silladar regiments, half the pay of horses which get out of condition from under feeding, or neglect of the silladar, will be forfeited until they are brought into proper working order, but when the neglect is on the part of the bargheer, as may happen when he is on command, half the pay of the bargheer will be forfeited for the same period in lieu of that of the horse.

51. Should grain ration for government horses be considered of bad quality, the matter is to be reported to the Commander, who will order a committee of three officers, with a veterinary officer attending, to inspect it; and if, on the report, the grain is condemned, it is not to be served out to the horses.

Bad grain
rations.

Sec. IX.

Horses and Veterinary Duties.

IV.

IV.—Stable Management—*contd.*Watering
horses.

52. Horses should invariably be watered before being fed on grain, and never on any account when they are overheated or fatigued from work ; when convenient, about one hour between watering and feeding should be allowed

Grain to be
crushed
and damp-
ed.

53. Grain of all kinds should, as a rule, be crushed or bruised and sprinkled with water, or damped, before being given. Crushed grain should on no account be soaked in water, as, when so treated, it ferments, but unbroken grain may be steeped till thoroughly soft.

Time of feed.

54. Grain should be given to the horses in at least three, and preferably four, equal feeds during the day, the grass being given after each feed.

Bran.

55. A feed of bran once or twice a week, in lieu of the usual ration, is at times very beneficial.

Salt.

56. Salt is advantageously given dissolved in water and sprinkled over the ration.

Green grass.

57. Care should be taken that grass is cut from clean, dry cultivated land, and all such as may grow on swampy land, under water, in the neighbourhood of villages, or on grazing grounds, avoided.

58. Care should be taken that the grass-cutters do not dip the grass into water before bringing it into the lines, as they are apt to have recourse to dirty water for the purpose.

Horses and Veterinary Duties.

Sec. IX.

V.

IV.—Stable Management—concl'd. V.—Farriers.

59. The grass when brought in by the grass-cutters will be dried in the sun for about four days, and then, after being thoroughly cleaned, stacked for use as required.

60. Twenty pounds of dry grass per diem is Dry grass considered a sufficient ration for a troop horse. Every possible endeavour should be made regimentally to have sufficient grass stacked during the winter for use in the following rainy season and for emergencies.

V.—Farriers.

61. The farrier major is responsible to the veterinary officer (in silladary regiment to the commanding officer) that the farriers, who are placed under his orders, are perfectly competent to perform their duties, and that the shoeing of the regiment is carried out in accordance with the regulation prescribed in this section. Duties of farrier major.

62. A shoeing shed will be established near the lines where all the horses of the regiment are to be shod under the superintendence of the farrier major. He will instruct such men as may be detailed by the commanding officer to learn shoeing; and they will attend at the shoeing shed for the purpose. Shoeing shed.

63. Every horse in the regiment must be shod Shoeing. at least, once in the month, and with new shoes, save when the old shoes are perfectly serviceable.

Sec. IX.

Horses and Veterinary Duties.

V.

V.—Farriers—*contd.*

The shoe is to conform in style and fashion to the established regimental pattern; and is to be thoroughly serviceable in every respect. The farrier major will bring to notice whenever the quality of the shoes supplied by the forge is not up to the standard.

As a general principle, horses are to be shod with not less than four nails in the fore, and five in the hind shoe.

In preparing the foot for the shoe, the following method is to be observed. The old shoe having been carefully removed by raising the clenches and drawing each nail separately, thus avoiding any injury to the crust by wrenching off the shoe, a bed for the new shoe is to be prepared by the rasp, any stump of nail removed, and the foot shortened with a rasp to the required length, a place for the clip being made with the point of the knife. Should the foot be quite sound, no further use of the knife is to be made, but should the foot be cracked, or the horn diseased, the knife should be freely used.

In fitting the shoe, great care should be taken that it has an even bearing all round the crust.

A common defect and a very serious one in shoeing is, the shoe resting with great pressure on the heel; this is one of the most common causes of lameness. If the farrier happens to cut the quarter

Horses and Veterinary Duties.

Sec. IX.

V.

V.—Farriers—*contd.*

too low, thereby allowing the whole weight to rest upon the extremity of the heel; or if the shoe, instead of presenting a flat and even surface to the foot, and being made to rest equally on every point, has the extremity of the heel bent towards the foot, and the shoe firmly hammered to it, inflammation will result from this continued pressure, and the horse will eventually go lame. Instead of the shoe being bent down³ on the heel, as it is too often, it should be slightly sprung at the part either by removing a small portion of horn or raising the heel of the shoe.

The shoe having been fitted is then to be nailed on, the points of the nails twisted off and the ends well beaten down, after which no further use of the knife or the rasp should ever be allowed. The score of the rasp should never be visible on the crust.

Spreading flat feet inclined to convexity should be protected by broad light shoes, which should be removed only when about to fall off: these feet should never be touched by the knife and only very sparingly by the rasp. In cases of actual convexity of the sole, a hot iron passed freely and frequently over it, will be followed by good results.

When the feet are much contracted, with strong upright heels, tips only should be worn, and the heels may be lowered.

Sec. IX.

Horses and Veterinary Duties.

V.

V.—Farriers—*conclld.*

Both fore and hind shoes, as a rule, are to be made with a single clip at the toes.

The troop farrier is carefully to examine each foot of every horse at least twice a week, broken nails are to be replaced, the clenches of the nails fresh turned when necessary, and he will immediately report to the troop or squadron officers any appearance of thrush, or other change from the healthy condition of the feet.

Diseased
hoofs,

64. All cases of diseased hoofs should be reported to troop officers, in view to the horses being sent to hospital.

Shoes of all
horses to be
examined
after a
march.

65. After a day's march every soldier is to examine his horse's shoes, in order to ascertain whether they are firm on the feet and serviceable in all other respects, as otherwise the whole time of a farrier might be employed going round the lines of a troop to examine each horse, and his own work might thus be left undone: but the farriers must be held responsible that every deficiency in regard to shoeing reported to them is promptly attended to.

The number
of spare
shoes whether
carried to be
ascertained.

66. At inspections it should be ascertained whether a number of spare shoes are carried in the shoe pockets by each man, and that they have been fitted to the feet.

Horses and Veterinary Duties.

Sec. IX.

VI.

VI—Casting.

67. When government horses are declared by the veterinary surgeon to be unfit for further service, they will be brought before a garrison casting committee at which the veterinary surgeon will be in attendance.

68. Horses so cast will receive their feed until sold by public auction.

69. The amount realised by sale of cast horses will be credited to government.

VII.—(Silladar Regiments) Horse-price and Chundah Fund.

(Horse-price.)

70. Commanding officers are to encourage the khudaspa system, *i. e.*, every man to have his own horse, the introduction of which should be carried out, so as not to do injustice to the silladar or bargheer while under the present system.

71. The rate of horse-price is fixed for all regiments and ranks at H. S. Rs. 400; for the future the horse-price is quite irrespective of the price of horse appointments, arms and equipment of every description, which are to be supplied to recruits and separately charged for, the price being settled according to the custom in force in the several regiments.

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Horses and Veterinary Duties.

VII.

VII.—(Silladar Regiments) Horse-price and Chundah Fund—*contd.*

Horse-price
of non-effectives.

72. Men discharged by authority, or dismissed the service, or the estates of deceased men, will receive their full paid up horse price from the regimental treasure chest, which will be recouped by the cash received from the incoming recruits; if this cannot be done, the horses will remain in the men's names as silladars.

Forfeiture of
horse-price.

73. Mutiny entails the confiscation of a man's horse or horse-price along with all his other property. Wilful neglect or ill-treatment of a horse is a fraud upon the chunda fund, which renders the offender liable to forfeiture in full or in part of his horse-price. Such forfeiture subject to the Commander's approval is awardable by the commanding officer after the case shall have been fully investigated by a court of inquiry. In such cases the amount of horse-price forfeited by the culprit should be transferred to the chunda fund which has been injured through his fault; and it may either be recovered afresh from him by instalments, or he may be paid short horse-price on his charge.

74. The horses of men proceeding on command are to be inspected and their condition noted for comparison on their return. The rider of a horse brought back in bad condition, galled, or in any way unfit for duty will render himself liable to the provisions of para 73 of this section, if a bargheer,

Horses and Veterinary Duties.

Sec IX.

VII.

VII.—(Silladar Regiments) Horse-price and Chundah Fund—*contd.*

to such punishment as may be awarded by the commanding officer, subject to the approval of the Commander.

75. All purely regimental claims are to be deducted from the horse-price of a soldier paid to him on discharge; but private debts are not to be authoritatively settled by the seizure of a man's property.

76. Men transferred from one regiment to another will not take their horses with them; but their horse-price will be remitted entire to their new regiments. In cases where a man has paid up less than H. S. Rs. 400 for his horse, or when he has forfeited part of his horse-price under para 73 of this section, only the amount of horse-price which stands to his credit will be remitted on his account to his new corps.

77. In the event of a horse dying at a distance from regimental head-quarters, and the owner being unable to produce the evidence required by para 73 of this section, he must pay up his horse-price afresh, the amount being transferred to the chunda fund, to provide for the purchase of the remount.

(Miscellaneous.)

78. Commissioned ranks are not allowed to hold ^{Registration} ~~assamies~~, nor are they or silladars permitted to hold ^{of assamies.}

Sec. IX.

Horses and Veterinary Duties.

VII

VII.—(Silladar Regiments) Horse-price and Chundah Fund—*contd.*

assamies registered in the name of a relative or any other person.

79. Silladars are not permitted to hold assamies in more than one regiment.

European ser-
geant-major's
assamie.

80. The free assamie granted by government to the European sergeant-major is to be understood as granted to the rank and not to the individual, and cannot therefore be sold or disposed of in any way. The assamie of the sergeant-major is to be registered against the rank, not in the name of the non-commissioned officer, and such assamie will be managed by the commanding officer.

False regis-
try.

81. The forfeiture to government of the assamie or assamies is invariably to follow the discovery of a false certificate for register.

Sale or trans-
fer of assa-
mies.

82. No assamie is to be permitted to be sold or transferred without the sanction of the Commander.

(Chundah Fund.)

Object of
fund.

83. Chunda funds are to be under the entire control of officers commanding regiments and are maintained solely for the purpose of providing remounts and ponies. These funds assure the lives of the horses, and ponies of subscribers, who, on their part, surrender their claim to take away their animals with them on leaving the regiment. It should

Horses and Veterinary Duties.

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VII.

VII.—(Silladar Regiments) Horse-price and Chundah Fund—*contd.*

be impressed on all that the chunda fund has in no respect the character of a retiring fund

84. Subscriptions will be levied at the following monthly rates and commanding officers are not authorised to suspend these subscriptions under any circumstances whatever :—

		H.S. Rs	a	p
Ressaldar major...	...	6	0	0
Ressaldar	5	0	0
Wordie major	5	0	0
Jemadar	4	0	0
Non-commissioned officers	3	8	0
Trumpeters	3	0	0
Sowars			
Silladar for bargheer horses..	...			

85. These subscriptions will admit of selections being given, first to sub-commissioned officers, and trumpeters, ordinary remounts being allotted, under the orders of the commanding officers, to sowars and bargheers.

(Pony Chundah Fund.)

86. The rate of pony-price for all ranks should not as a rule be less than H. S. Rs. 60, the height of a pony is not to be less than 13 hands, that of mules not less than 12-2.

87. The monthly subscription will be levied at one rupee per horse.

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Horses and Veterinary Duties.

VII

VII.—(Silladar Regiments) Horse-price and Chundah Fund—*contd.*

Period of subscription

88. Men entertained between the 1st and the 15th of a month are to pay full rates of subscription; when entertainments are made after that date, half rates will be levied. In like manner, men discharged prior to the 15th of a month will pay half rates of subscription; while those struck off the rolls after the 15th, will pay full subscriptions for the month.

(Compensation.)

Compensation to be placed to credit of fund.

89. Compensation granted by government for horses killed in action, &c., will be carried to the credit of the chundah fund.

Rates of compensation

90. When a horse is killed, incurably injured on a forced march, the registered price is recoverable from government, subject to the following reductions :—

I — Suppose a horse enters the service at the age of 4 years, after 6 years' service, or when he is 10 years old, deduct 5 per cent.

II.—After 7 years' service, or when 11 years old, deduct 13 per cent.

III — After 8 years' service, or when 12 years old, deduct 23 per cent.

IV.—After 9 years' service, or when 13 years old, deduct 35 per cent.

Horses and Veterinary Duties.

Sec. IX.

VII

VII.—(Silladar Regiments) Horse-price and Chundah Fund—*concl.*

V —After 10 years' service, or when 14 years old, deduct 50 per cent.

When he has served 10 years and is 14 years old, he is thus reduced to one half of his original value.

VI.—After 11 years' service, or when 15 years old, deduct 70 per cent. After this period of service and age, he may be considered not to have any registered value, and will not be paid for by government under any circumstance.

Sec. X.

Recruiting and Discharges

I

SECTION X.—RECRUITING AND DISCHARGES.

I.—Recruiting. | II.—Discharges.

I.—Recruiting.

Enlistment
confined to
His High-
ness' domi-
nions

1. Recruits are to be enlisted only at the head-quarters of regiments, and recruiting is confined to His Highness the Nizam's dominions. Recruiting parties may, by order of the Commander, be detached from regiments to those districts where suitable recruits can be obtained.

Dhairs and
pensioners
not to be
enlisted.

2. No dhairs are to be enlisted as soldiers, nor are British pensioners to be entertained without the special sanction of the Commander.

Recruiting
parties to
be supplied
with rods
and tapes

3. Correctly marked rods and tapes, to be supplied from regimental funds, will be furnished to all recruiting parties sent out from regiments, in the proportion of one to each two recruiters, and one rod and tape will also be kept at regimental head-quarters for the measurement of recruits.

Parties res-
ponsible for
correctness
of recruits
names, &c.

4 Recruiting parties and soldiers bringing men for enlistment are responsible for the correctness of the recruits' names, classes and villages, and that they are not men of known bad character.

Sureties.

5. Every man enlisted will have to find two sureties that he will not desert and make away with his regimental kit and equipment.

Recruiting and Discharges.

Sec. X.

I.

1 - Recruiting - *contd*

Candidates for enlistment are to be examined by a medical officer or a medical board, prior to enrolment, as to their physical fitness for the duties of a soldier, see section 13 Medical. Medical examination.

6. All candidates for enlistment are to be asked whether they have served before as soldiers, and when any doubts may exist as to the truth of their assertion to the contrary, they are to be refused. Question to be put to candidates.

7. The minimum standard height, and minimum and maximum standards of age of recruits for the various branches in the service, are as follows :— Standard height and age

	HEIGHT.		YEARS OF AGE.	
	Feet	Inches.	Not under.	Not above.
Cavalry ...	5	5	16	22
Artillery and Infantry ...	5	6	16	25
Pioneer ...	5	0	18	25

If it is desired to enlist any man who does not fulfil the above requirements, the case should be referred to the Chief of the Staff.

Musicians and drummers and buglers may be entertained if not under 5 feet 4 inches and physically fit for the duties of a musician or likely to become so on attaining the full age.

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Recruiting and Discharges.

I.

I.—Recruiting—*contd.*

In the chest measurements of recruits, officers enlisting recruits at regimental head-quarters, will be guided by the table of heights and correlative chest measurements given in para 13.

Recruits to
be inspect-
ed by Com-
mander,

8. The Commander is frequently to inspect, not only the recruits that are enlisted, but such as are proposed for discharge as ineligible for the service.

Liabilities
and obliga-
tions of
recruits,

9. The following liabilities and obligations under which they place themselves, are to be explained to recruits on enlistment by recruiting officers, and by commanding officers and no man is to be taken who does not undertake to serve upon these conditions, namely :--

- (1) That all enlistments are for general service and the recruit undertakes to serve beyond sea, whether within the territories of His Highness or beyond them
- (2) That no pretext of class or religion can be permitted to interfere with the duties of a soldier.
- (3) That in time of peace, after having served for five to ten years, on making application for his discharge through the commanding officer of his company (squadron or battery), it will be granted to him on his forfeiting to government two months pay; after having served ten

 Recruiting and Discharges.

Sec X.

I.

I.—Recruiting—*contd.*

years and over, his discharge on application as above will be granted to him without forfeiture, provided any such discharge with or without forfeiture of pay does not cause the vacancies in the company (squadron or battery) to exceed ten, in which case he must remain until that objection be removed, or waived by competent authority; but in time of war he has no claim to a discharge, and he must remain and do his duty, until the [necessity of retaining him in the service shall cease. In the event of his re-enlisting, he has no claim to reckon his previous service to discharge.

10. Recruiting parties will be guided by the above regulations, para 9.

What should
be also
communicated to
candidates.

In addition to any other written instructions which officers commanding regiments may think necessary to give to recruiting officers, the officer, or non-commissioned officer, commanding each recruiting party is to be furnished with a copy in the vernacular of the following orders:—

- (a) Every candidate is to be distinctly warned that no recruit will be permitted to

Sec. X.

Recruiting and Discharges.

I.

I.—Recruiting—*contd.*

marry for three years after his enlistment, and no man, whether he married before or after his enlistment, will be permitted to bring his family into the lines until there is room, and such permission will then be conditional on good character and the sanction of his commanding officer.

(b) A few recruits not exceeding two per company should be acquainted with one or other of the ordinary handicrafts—such as bricklaying, carpentry, stone-cutting, sawing, pottery, etc.

Candidates to
be examined.

11. Candidates for enlistment are to be examined by the officer or non-commissioned officer in charge of a recruiting party, as to their eligibility.

Enlisting
officers to
certify.

12. Enlisting officers will certify on the recruiting rolls that the above conditions para 9-10 (a) have been explained to the recruits whose names are entered on these rolls as fit for enlistment, and that they have undertaken to serve upon these conditions.

Table of
height and
chest mea-
surements.

13. The following table of heights and correlative chest measurements, is laid down as a guide for recruiting officers, who, however, are permit-

Recruiting and Discharges.

Sec. X.

I.

I.—Recruiting—*contd.*

ted to exercise discretion in accepting or rejecting men :—

Arms of the Service.	Height.				Ages	Standard chest-girths (in inches) for all classes.
	Ft	In	Ft	In		
Pioneers	{	5	0	to 5	18 to 24	33
					24 to 26	33½
Pioneers ...	{	5	5	to 5	18 to 22	33
Cavalry ..					22 to 25	33½
Pioneers Cavalry Artillery Infantry	{	5	6	to 5	16 to 17	32
					17 to 18	32½
					18 to 19	32½
					19 to 22	33
					22 to 24	33½
All arms ...	{	5	7	to 5	24 to 25	34
					16 to 17	32½
					17 to 19	33
					19 to 22	33½
All arms ...	{	5	7	to 5	22 to 24	34
					24 to 25	34½

Sec. X

I.

Recruiting and Discharges.

I.—Recruiting—*contd.*

Arms of the Service.	Height.		Ages.	Standard chest-girths (in inches) for all classes
	Ft	In.	Ft.	In
All arms	{	5 8 to 5 9	16 to 17	33
			17 to 19	33½
			19 to 22	34
			22 to 24	34½
			24 to 25	35
All arms	{	5 9 to 5 10	16 to 17	33½
			17 to 18	34
			18 to 22	34½
			22 to 24	35
			24 to 25	35½
All arms	{	5 10 and upwards	16 to 17	34
			17 to 18	34½
			18 to 19	34½
			19 to 22	35
			22 to 23	35½
			23 to 24	35½
			24 to 25	36

Recruit not to be detained with recruiting party over fortnight.

14. Commanding officers will instruct officers and non-commissioned officers in charge of recruiting parties, that no recruit is to be detained with a party for more than a fortnight, but must be des-

Recruiting and Discharges.

Sec. X.

I.

I.—Recruiting—*contd.*

patched within that period for examination to regimental head-quarters.

15. On the arrival of a recruit at regimental ^{Enrolment.} head-quarters, he will be enrolled. Enrolment consists in the entering of the recruit's name in the regimental 'long roll.' On enrolment, the questions contained in the attestation document will be put to the recruit, and the warning contained in this document, regarding the penalty attendant on a wilfully false answer being given to questions 5 to 9 inclusive, will be duly delivered to him.

The answers given by a recruit on enrolment are not to be recorded in the attestation document.

16. Soldiers are to be styled 'recruits' until ^{Recruits.} attested. No recruit is to be attested until he has qualified.

Before being passed into the ranks, recruits are to be thoroughly trained in all duties, and commanding officers will be held responsible that the period of training is not unduly protracted.

17. On a recruit being reported fit for duty, ^{Attestation.} he will be attested by the administration of the oath or affirmation prescribed in section 5, Army Act, the oath or affirmation being administered by the commanding officer in front of the corps, or such portion thereof as may be present. The recruit will then be required to sign the attestation.

Sec. X.**Recruiting and Discharges.****II.****I.—Recruiting—conclud. II.—Discharges.**

document; this and the authentication of the signature can be effected after parade at the orderly room, or other convenient place.

Officer commanding depot or detachment cannot attest.

18. In the case of a depôt or detachment of a regiment, the officer commanding the depôt or detachment, is not empowered to attest recruits. In such cases, recruits must be taken before a magistrate for attestation and authentication of the attestation signature.

II.—Discharges.

Recruits.

19. Applications for the discharge of recruits, who, in the opinion of their commanding officers, are not likely to become efficient soldiers, and in the cavalry, of men under three years service, who fail to become good riders, are to be submitted to the Commander.

Men of bad character.

20. Application for the discharge of men on the ground of bad character are to be submitted to Commander and are to be accompanied by a descriptive roll and the men's defaulter sheets.

Men of diminished intelligence.

21. Non-commissioned officers and men whose senses and mental perceptions and general intelligence have become dull and impaired, as to render them unable to perform their military duties to the satisfaction of their commanding officers, and up to the requirements of the service, and those whose presence is more or less an encumbrance so

Recruiting and Discharges.

Sec. X.

II.

II.—Discharges—contd.

long as they occupy the place of able-bodied men, will be brought before a garrison medical board as other men considered unfit for further service (para 24).

22. When men of the cavalry become inefficient through loss of nerve, excessive obesity, bad riding, or other disqualifying cause, and are not considered by the medical officer as physically disabled, their cases are to be dealt with under the provisions of the preceding paragraph.

Inefficient
cavalry men

23. Soldiers are entitled to their discharge in time of peace after 5 years service, if the troop or company to which they belong is not ten men, including recruits, short of the established strength.

When voluntary
discharge can
be granted.

Soldiers under 10 years service who for particular reasons may wish to leave the service, may be granted their discharge at their own request forfeiting two months pay. With the application, the man's petition for discharge should invariably be forwarded.

Soldiers of 10 years service and over can obtain their discharge without forfeiture.

The discharge of a soldier at his own request can be granted only by the Commander.

24. All persons attested and enrolled considered unfit for further service shall be brought before a garrison medical board, and if found unfit for

Men unfit for
further ser-
vice.

Sec. X.

Recruiting and Discharges.

II.

II.—Discharges—*concl'd.*

further service, will be discharged without or with gratuity or with pension according to the length of their service.

A separate proceeding on each man's case will be recorded by the medical board, the particulars of age, service, etc., are to be furnished to the board by the adjutant of the regiment to which the man belongs.

Discharge
certificate.

25. Every attested person on being discharged the service, is to be furnished with a printed discharge certificate as laid down in section 10 of the Army Act. The conduct is to be in the handwriting of the commanding officer.

Civil and Political Authorities.

Sec. XI.

I.

SECTION XI.—CIVIL AND POLITICAL AUTHORITIES.

- | | |
|---------------------------------------|-----------------------------------|
| I.—General. | III.—Execution of processes, etc. |
| II.—Duties in aid of the Civil Power. | IV.—Suits in Civil Courts. |

I.—General.

1. The authority with which military officers are invested, must never be exerted in competition with, or opposition to, that of the civil power. Should limits of authority become the subject of dispute between civil and military officers, the government is alone competent to decide the question at issue.

Military authority not to clash with civil power.

2. Interference with the civil power is prohibited; violence or obstruction offered to any functionary of the civil courts, when in the execution of his duty, will entail the severest consequences on the individual concerned.

Interference with civil power prohibited.

3 Residence within the limits of a military cantonment or station, does not of itself exempt any officer or soldier, from the jurisdiction of the competent civil or criminal courts, nor from being apprehended by the officers of those courts.

All persons residing within military limits subject to civil power.

4. Whenever an officer or soldier, follower or any other person residing in a military cantonment, has committed suicide, or has been killed by another person, or by an animal or by machinery, or by an

Police to be informed of cases of death by violence, or by accident.

Sec. XI.

Civil and Political Authorities.

II.

I.—General—*concl'd.* II.—Duties in aid of the Civil Power.

accident, or has died under circumstances raising a reasonable suspicion that some other person has committed an offence, prompt information is to be given to the police, in order that they may make an investigation into the cause of death

II.—Duties in aid of the Civil Power.

(*Military aid on emergency.*)

Military aid
not to be
withheld.

5. Commanding Officers are not to exercise any discretion in granting or withholding military aid, which may be officially applied for by the civil or political authorities of their districts, for the maintenance of the peace, or for any other emergency; but immediately to furnish the same, determining the nature and strength of the force which should be employed from a consideration of the duty to be performed, the strength and resources of the party against whom the troops are to act, and all known obstacles to be encountered,—points on which the civil authority making the application is required to inform the commanding officer, as fully and circumstantially as may be practicable.

by whom the
troops are
to be com-
manded.

The troops must invariably be commanded by a commissioned officer.

Civil and Political Authorities.

Sec. XI.

II.

II.—Duties in aid of the Civil Power —*contd.*

Troops required to proceed one or more marches ^{Ammunition.} from their stations in support of the civil power or as an escort to a political officer, will take with them the following amount of ammunition as a minimum :—

Cavalry—100 rounds per carbine,

Artillery—“Service” number of rounds per gun,

Infantry—200 rounds per rifle,

No deviation from this rule will be permitted, except by the express authority of the Commander.

6. The civil officer is vested with authority to call upon the military commander for the services of the troops under his command, whenever, in the judgment of such civil officer, the public interests of the government may require such a measure; and it is the absolute duty of the military officer to whom such requisition is addressed, whoever and whatever he may be, forthwith to comply with the same. It is not competent for him to enter into any discussion upon the merits of the measure proposed, or to take any cognizance whatever of its policy, justice, or necessity.

Duties of civil and military officers when troops are required in aid of civil power.

7. It is for the civil officer, and him alone, to judge of the policy, the justice, or the necessity of the measure. For these, he alone is responsible to the government he serves; and he is not called upon in duty, either to justify his conclusions, or

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Civil and Political Authorities.

II.

II.—Duties in aid of the Civil Power—*contd.*

to communicate his reasons, to the military officer, to whom he may address the requisition for troops. Although such manifestations of confidence and cordiality are always to be desired, he is only required by strict duty, to state distinctly (in writing) the service he desires to see performed and the necessity of troops for the purpose, and to afford such further information as may be necessary to enable the officer in command efficiently to perform the service he is called upon to execute.

civil officer
not to inter-
fere with
the military
officer as to
formation
or details
of the force.

8. The civil officer is not authorized to interfere in any way with the formation or details of the force, the military officer being held responsible for the success of the operations to be undertaken; and it is for the latter, and for him alone to judge in what manner the troops can effect the object which the civil officer has indicated, and to direct the force in the execution of the service in which it is engaged.

should the
force be
inadequate.

9. If, however, the military officer should consider his force inadequate for the performance of the service required, or the service itself impracticable on purely military grounds, it would be competent to him to decline to accede to the requisition. But in so doing, he must be prepared to justify his refusal to the satisfaction of the government he serves, and whose interests are effected by his acts.

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II.

II.—Duties in aid of the Civil Power—*contd.*

10 The officer commanding is to move the troops to the place to which he may be directed by the civil officer in regular military order with the usual precautions. He will not permit the troops to be scattered, detached or posted in a situation where they would not be able to act in their own defence. The civil officer is to accompany the troops and remain as near the officer in command as he can.

Movement of the troops and position of civil officer.

11. If the civil officer comes to the conclusion that the necessity of the case demands the interference of the troops by action, then it is his duty to request the officer commanding the troops to "take action." This request should be made distinctly and if possible in writing, although if given by word of mouth it will be sufficient.

Civil officer will request officer commanding to take action.

12. When so requested "to take action," it will be the duty of the officer commanding to take such military steps as in his opinion the situation demands. In doing so he will have absolute discretion as to the action to be taken, and as to the arms, including firearms, which the troops shall use, and as to the orders he shall give, including the order to fire. But the civil officer and the military officer are each responsible respectively for anything done or ordered by them which is not justified by the circumstances of the case.

Duties of officers commanding when request to "take action."

Responsibility of civil and Military officer.

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Civil and Political Authorities.

II.

II.—Duties in aid of the Civil Power—*contd.*

Military officer has full discretionary power.

13. If the officer commanding thinks it unnecessary to take immediate action, it is not obligatory upon him to do so, nor is he to continue any action longer than he thinks it absolutely necessary.

Commands to be given by the military officer.

14. All commands to the troops are to be given by the military officer. The troops are not, on any account, to fire except by word of command of their officer, who, if it becomes necessary to order the troops to fire, is to exercise a humane discretion in deciding both the number of rounds and the object to be aimed at.

Detachments how told off.

15. When the detachment does not exceed 20 files, it will be told off into four sections. If it exceeds 20 files, the detachment will be told off into more sections than four.

Where there are more officers than one.

16. If there are more officers than one with the detachment, and it is necessary for more sections than one to fire at a time, the commanding officer will clearly indicate to the troops, what officer is to order any of the sections to fire. No person, except the officer indicated by the commanding officer, is to give orders to any file or section to fire.

Serious nature of the duty.

17. If it becomes necessary to fire, officers and soldiers have a serious duty, which they must perform with coolness and steadiness, and in such a manner as to be able to cease fire the instant it is no longer necessary.

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Sec. XI.

II.

II.—Duties in aid of the Civil Power—*concl'd.*

18. Before an order is given to fire on a mob, ^{Firing.} the officer commanding shall give such warning as, in his opinion, the circumstances permit, and is in his power to communicate, or have communicated to the mob. If firing should unfortunately be found necessary, and the commanding officer should be of opinion that a slight effort would suffice to attain the object, he is to give the word of command to one or two specified files to fire. If a greater effort be required, he is to give the word of command to fire, to as many files of the detachment as he considers necessary. Firing is to cease the instant it is no longer necessary. Care is to be taken not to fire on persons separated from the unlawful assembly. It is to be observed that to fire over the heads of a crowd engaged in an illegal pursuit, would tend to favour the most daring and guilty, while sacrificing the less daring and even the innocent.

19. When troops are called out in aid of the ^{Reports.} civil power, the officer commanding at the station is immediately to report the same by telegraph to the Chief of the Staff. The officer commanding the party, will report to the Chief of the Staff daily in writing, as well as to the officer commanding the station from which he has been detached, the progress or completion of the service on which he is employed.

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Civil and Political Authorities.

III.

III.—Execution of Processes, etc.

Commanding
officers to
afford as-
sistance in
the execu-
tion of a
criminal
process.

20. Commanding officers are to afford any assistance which may be asked of them by a magistrate or police official, in the execution of a "criminal process" against an officer, soldier, or camp follower under their command, without reference to any supposed informality in the writ or warrant, the responsibility for which rests with the court from which it issued. Should they deem it necessary, however, they are at liberty after furnishing the required aid, to report the circumstances through the regular channel, for the information of the Commander.

Service of
writs, &c.

21. When a writ is issued by a court, ordering the attachment of the moveable or immoveable property belonging to a military employè, the civil officer authorized to enforce the attachment will present the writ at the divisional office of the regular troops, which will issue immediate orders for the execution of the decree to the commanding officer concerned who will immediately depute some one to accompany the said officer and enforce execution.

The division office shall see that there is no unnecessary delay in the execution of decrees, and that no occasion is given to the decree holder to complain that, owing to undue delay or to the judgement debtor having been preinformed, he had been enabled to hide or make away with the

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III.III.—Execution of Processes, etc.—*concl'd.*

moveable property for which the attachment was intended.

22. In all suits, civil as well as criminal, when the defendant or witness is in the regular force, the court shall transmit the summons to the division office, for the purpose of being served on the defendant or witness. The office to whom the summons is transmitted for service, after causing the summons to be served on the person to whom it is addressed, will, if practicable, return it to the division office with the written acknowledgment of such person endorsed thereon. If from any cause the summons cannot be served upon the person to whom addressed, it must be returned to the division office with the information why it could not be served. The division office shall insure that a summons is returned without delay to the court which issued it.

23 The commanding officer has no duties in connection with a warrant of arrest, or other process in a civil suit (as apposed to a criminal process, for which see paragraph 20) except in procuring the signature of the defendant as above, to a summons. No such warrant, or other process, requires, his endorsement.

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Civil and Political Authorities.

IV.

IV. - Suits in Civil Courts.

Disposal of suits of officers and soldiers. **24.** Rules have been published in the Hyderabad Army Act No. 1 of 1309 Fasli Section 155 for the purpose of ensuring the speedy disposal by civil courts of all suits for the prosecution or defence of which, officers of the army or soldiers have obtained leave of absence.

25. If a case cannot be brought to a decision previous to the expiration of the leave of absence, the civil officer before whom the suit may be pending, is vested with a discretionary power to grant such extension to the officer or soldier, as may admit of an official reference being made to the commanding officer of his corps, to ascertain whether the leave can be prolonged for any further specific period.

26. Whenever an officer or soldier may obtain leave of absence for the purpose of instituting or defending a civil suit, he may be furnished by his commanding officer with an official letter addressed to the civil officer of the court in which the suit is to be tried, stating the extent of leave and purpose for which it has been granted. The letter should not give cover to any petition, or statement, in explanation of the merits or circumstances in question, and it must be presented in person.

27. In every case when an officer or soldier may not be able to obtain leave of absence, he may

 Civil and Political Authorities.

Sec. XI.

IV.

IV.—Suits in Civil Courts—*contd.*

authorise any member of his family or any other person to commence, conduct, and manage the suit or the defence, as the case may be, in his stead.

The authority is to be in writing, and is to be signed by the officer or soldier in the presence of his commanding officer, who will countersign the same and forward it to be filed in the court where the case is to be tried. When so filed, the counter-signature of the Commanding officer will be sufficient proof that the authority was duly executed, and that the officer or soldier by whom it was granted, could not obtain leave of absence for the purpose of prosecuting or defending the suit in person. The authorisation may be in the following form—on unstamped paper :—

Whereas I (name), inhabitant of village ———, pergunnah ——— in the district of ———, son of of the caste of ———, at present (rank) in ——— company, ——— regiment ———, stationed at ——— having occasion to institute (or defend) an action for (nature and object of suit and name of adverse party), do hereby nominate and appoint (name, residence, caste and relationship, if any) to be my attorney, and I bind myself to abide by whatever he, the said attorney, may do in my behalf, in the prosecution (or defence) of the said suit. The said attorney will either prosecute (or defend) the suit in person or will appoint one or more of the authorised vakeels

Sec. XI.

Civil and Political Authorities.

IV.

IV.—Suits in Civil Courts—*contd.*

of the court to prosecute (or defend) the same, under the instructions of the said attorney, as he may think proper. In the event of an appeal being preferred from the judgment passed in the suit, the said attorney is hereby further empowered to act for me on the appeal, in like manner as on the original suit.

28. Any person who may be authorised by an officer or soldier to prosecute or defend a suit in his stead, is competent to prosecute or defend it in person in the same manner as the officer or soldier could do if present; or he may appoint a pleader of the court to prosecute or defend the suit on behalf of such officer or soldier. And all notices, or processes, relative to the suit which may be served upon any person who is so authorised by an officer or soldier, or upon any pleader, who may be appointed by such person to act for, or on behalf of, such officer or soldier, are as effectual for all purposes relative to the suit, as if the same had been served on the party in person or on a pleader appointed by him.

Correspondence with civil authorities, regarding judgments as prohibited.

29. Correspondence with the civil authorities regarding the merits of any judgment order passed by them in the discharge of their official duty, is prohibited.

Petitions regarding claims to land etc.

30. Commanding officers should forward, under their countersignature, to the civil officer concerned, though the division office all petitions from

Civil and Political Authorities.

Sec. XI.

IV.

IV.—Suits in Civil Courts—*conclud.*

officers and soldiers under their command, regarding claims to land or other matters, abstaining, when so doing, from entering in any way into the merits of the case, it being left to the civil officer to pass such orders as he may consider necessary, either for disposal of the petition, or in directing the petitioner to prosecute his claim like any other complaint

Sec. XII.

Correspondence and Books.

I.

SECTION XII.—CORRESPONDENCE AND BOOKS.

I.—Correspondence.

III.—Destruction of useless
Records.

II.—Books and Forms.

I.—Correspondence.

Unnecessary
correspon-
dence to be
avoided. 1. The Commander is to check everything which has a tendency to multiply unnecessary correspondence, or to increase clerical labor in regimental offices, such as the calling for returns and other documents which are not specified in the regulation or for information not strictly necessary to the efficient exercise of command.

Official letters 2. All official letters are to refer to one subject only, and are to be written with black ink in a clear legible handwriting on foolscap paper, not more than 28 lines being compressed into a page.

Signatures and names of individuals and places are to be distinctly written, and the initials of christian names given.

Sums to be
expressed
in words
and figures. 3. In documents in which sums occur, they are to be expressed in words as well as in figures.

Enclosures. 4. Enclosures are to be fastened to a letter by a loop of silk or twine: they are to be conspicuously lettered or numbered and described in the margin; or when numerous, in a separate schedule. All

Correspondence and Books.

Sec. XII.

I.

I.—Correspondence—*contd.*

enclosures and annexures which are not strictly necessary for a consideration of the subject of the letter, and all blank fly-leaves, are to be removed.

When reference is made to an enclosure, its number and date are to be inserted in the margin opposite the statement or opinion which is based upon or supported by it.

5. All observations or opinions of transmitting officers are to be made after the signature of the writer of the letter, or on a fresh sheet of foolscap paper when necessary, so that they may be recorded in their proper consecutive order. Every letter should be complete in itself, and refer only to annexures or enclosures in support of what is urged. It is to contain all the facts and opinions it is desired to submit. When a letter is lengthy, the last paragraph is to recapitulate the points requiring decision.

Every letter
to be com-
plete in
itself.

6. In all replies or letters arising out of, or in continuation of, previous correspondence, the subject, heading, or classifying word, number, index letter, and date of the former papers are to be quoted, either in the margin or body of the letter, thus: No. 568 B. ^{Regulations}_{Military}, dated 1st January 1886.

Replies to
correspon-
dence.

7. Memorials in the terms of a circular, or Memorials containing questions affecting the general regulations and system of the service, are prohibited.

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Correspondence and Books.

I

1. --Correspondence--*contd.*

8. Memorials, appeals, representations, etc., intended for submission to the government, are to be couched in temperate and respectful language, and are to treat only of matters which immediately affect the interests of the memorialist. They are to be written, or printed, on half margin, and must always be in duplicate; when printed, each sheet of the memorial and its accompaniments must bear the signature of the memorialist.

Public despatches how to be made up.

9. Public despatches are to be made up in the most compact form possible. The envelopes are to be adapted to the size of the documents they contain, and made of strong paper, more particularly when the packet is bulky. The 'heading' is to be superscribed on the upper left hand corner of the cover, *e. g.*, 'Monthly Return,' 'Leave,' &c.

Correspondence between officers in command.

10. In direct correspondence between commanding officers and between heads of departments, letters are to be signed by the superior officers, and not by their subordinate officers. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed. As a staff officer carries on his duties under the authority of the officer to whose staff he is attached, he will, in communicating with those under the command of the officer, invariably sign "By Order."

Correspondence and Books.

Sec. XII.

I.

I.—Correspondence—*contd.*

11. All official correspondence and other documents, except in cases of necessity, are to be transmitted for the information or orders of superiors through each intermediate authority in regular rotation of rank, *viz.* :—

Channel of
communication

- (a) From a regimental officer—through the adjutant and commanding officer.
- (b) From an officer commanding a corps—through the officer commanding the station, at Division Head Quarters, through the officer commanding the division.
- (c) From an officer commanding a station, etc.—through the officer commanding the division.
- (d) From the officer commanding the division—through the Military Secretary to government.
- (e) From departmental officers—through the heads of their departments, on subjects exclusively affecting their departments, or their individual interests; but on all matters of local interest—through the officer commanding the station, district, or other authority to whom they are immediately subordinate.
- (f) From military officers in civil employ—through the head of the local government or administration.

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Correspondence and Books.

I.

I.—Correspondence—*contd.*

12. An officer in command of a detachment of his corps, must transmit all correspondence affecting its interior economy, through the head-quarters thereof; when relating, however, purely to the local interests of the portion of the corps under his command, it should be forwarded to the Chief of the Staff direct, and copies only should be furnished to the head-quarters of the corps, for the information of the commanding officer.

13. The channel adopted by a superior in transmitting documents, or letters, etc., must be conformed to by the individual addressed, in forwarding his reply, unless otherwise ordered.

14. In the event of any intermediate authority refusing to forward documents submitted for transmission to a superior, the objections are to be stated at the foot of the documents, which may then be sent by the individual concerned, to the next superior authority.

Appeals.

15. Appeals against the decision of competent authority, except on very sufficient grounds, are to be discountenanced, and none will be entertained, unless after a failure to procure redress through the proper intermediate channel. Officers when appealing against the decision of a superior, are to state facts only, in clear and temperate language, and to abstain from comment.

Correspondence and Books.

Sec XII.

I.

I.—Correspondence—*contd.*

16. Applications from sub-commissioned officers, non-commissioned officers, trumpeters, drummers, and private soldiers, are to be made personally through the commanding officers of their squadrons, wings, batteries or companies, to the commanding officers of their corps. Commanding officers are to forward, for the consideration of superior authority, statements of such applications or claims, as they deem to be reasonable, specifying the grounds, on which they recommend that the requests be granted.

Applica-
tions.

17. The unauthorised communication to the public press of information derived from official sources is prohibited, and this prohibition is not confined to matters still under discussion, but includes also the unauthorised disclosure of matters finally decided on.

Communi-
cations to the
press prohib-
ited.

18. Confidential communications should be enclosed in an inner envelope, marked "secret" or "confidential," according to the nature of the contents and when sent by post should invariably be registered.

Confiden-
tial communi-
cations

19. Commanding officers are to prevent any letters, which are not on the public service, and not intended for the military departments, from being, in any instance, enclosed under official covers.

Non-official
enclosures.

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Correspondence and Books

I.

I.—Correspondence—*contd.*

Communica-
tion with
Foreign
Govern-
ment.

20. Any official of His Highness the Nizam's government who may be desirous of communicating with a foreign government must submit an application, through the head of his department, accompanied by the communication in question in an open envelope, to the Secretary to Government in the Judicial, Police and General Departments.

If in the opinion of His Highness' government, the communication is not objectionable, it will be forwarded to the Resident for transmission to the Foreign Government for which it is intended, through the Government of India. No other method of communicating with a foreign government except the one specified is permissible.

Correspond-
ence with
the Divi-
sion Office.

21. All correspondence with the Division Office is to be enclosed in covers addressed to the Chief of the Staff, the documents themselves being addressed to the Staff Officer for whom intended.

Classifica-
tion of mat-
ters for
orders.

22. Matters for the orders of the Commander or Government are as follows; classified under the Staff Officer to whom they are to be submitted.

To the Chief of the Staff.

Appointments.
Army Signalling.

Books.

Confidential reports.

Courts Civil and Cri-
minal.

Courts Martial.

Death reports.

Correspondence and Books.

Sec. XII.

I.

I — Correspondence—*contd.*

Discharges and dis-	Military prisons.
missals.	Musketry.
Discipline.	Officers.
Drill and Instruction.	Organisation.
Establishments.	Precedence of corps.
Examinations	Promotions.
Funerals.	Recruiting.
Half-yearly list of	Retirements.
officers	Service registers
Honours and rewards.	Silladary.
Inspection reports.	Schools.
Judicial.	Transfers.
Leave and furlough.	

To the Division Quarter Master.

Accommodation for	Equipment.
troops.	Fires.
Arms and accoutre-	Forage and gram.
ments.	Horses and remounts.
Army forms.	Lines.
Barracks.	Military Press.
Camps.	Routes.
Cantonment.	Rumnahs.
Conservancy.	Sanitation.
Clothing.	Transport.
Colours.	

To the Principal Medical Officer.

Army Hospitals.	Medicines.
Medical Boards.	

Sec. XII.

Correspondence and Books.

II.

I—Correspondence—concl'd. II.—Books and Forms

To the Auditor.

Accounts relating to	Budget
pay and allowances.	Cash chest accounts.

II—Books and Forms

Books.

Books to be
produced at
inspections.

23. The books to be kept are detailed in the following paragraphs. They are to be carefully examined by commanding officers, at least once a quarter, and are to be produced at the inspection of the unit, and at such other times as the Commander or other officer commanding, may think proper to call for them. Each book is to contain a memorandum of instructions as to the mode in which it is to be kept.

List of Adjutant's Books.

24. The following books are to be kept up by Adjutants :—

1. Regimental Order Book (temporary).
Regimental Order Book (permanent). (*See paragraph 25.*)
2. Record of Officers' Services. (*See paragraph 26.*)
3. Long Roll. (*See paragraph 27.*)
4. Letter Book. (*See paragraph 28.*)
5. Register of letters received and despatched.
(*See paragraph 29.*)

Correspondence and Books.

Sec. XII.

II.

II.—Books and Forms—*contd.*

6. Return Book. (*See paragraph 30.*)
7. Register of candidates for recruit and pension boys. (*See paragraph 31.*)
8. Register of furloughs. (*See paragraph 32.*)
9. General Defaulters' Book. (*See paragraph 33*)
10. Court-Martial Book. (*See paragraph 34.*)
11. Digest of Services of the Regiment. (*See paragraph 35.*)
12. Morning Report. (*See paragraph 36.*)
13. Register of Horses, Cavalry only. (*See paragraph 37.*)
14. Equitation Register, Cavalry. (*See paragraph 38.*)
15. Pay Books. (*See paragraph 39.*)
16. Sheet Roll Books. (*See paragraph 40.*)

1.—REGIMENTAL ORDER BOOK.

25. The book for the entry of regimental orders is to consist of two volumes, *viz.* :—

Regimental
Order Book.

Volume 1.—For Temporary Orders.

Volume 2.—For Permanent Orders.

In volume 1 every circumstance affecting the service or pay of an officer, or soldier, is to be published in regimental orders, also all orders issued

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Correspondence and Books.

II.

II.—Books and Forms—*contd.*

by the commander, officer commanding the station or by the commanding officer of the corps, are to be entered as they are issued. At the commencement of each year these entries are to be reviewed, and such of the orders—including the number and date of each order, as originally issued—as shall appear to the commanding officer necessary to be retained, are to be transcribed into Part 2. After these extracts shall have been made, Part 1 may be destroyed. The Permanent Book No. 2 is to have an index containing the date and purport of each order, the name of the officer by whom issued, and the page at which it is entered.

2.—RECORD OF OFFICERS' SERVICES.

Record of
Officer's Ser-
vices.

26. The original record of the service of every officer who joins a regiment, is to be kept in a guard book, and completed from time to time. When an officer leaves his regiment, his original record will be completed to date of his departure and disposed of as follows :—

- (a) If transferred permanently to another corps, it will be sent to the officer commanding that corps.
- (b) If appointed to the Staff, or to do general duty, or to an army department—to the Chief of the Staff or to the head of the department, as the case may be.

Correspondence and Books.

Sec XII.

II.II.—Books and Forms—*contd.*

- (c) If transferred to permanent civil employ and seconded in. or struck off the rolls of his regiment—to the Chief of the Staff.
- (d) On vacation of command or appointment, and if the officer is not to be immediately re-employed, as provided for in (c) above.
- (e) On retirement or dismissal of an officer, the original record of his services may be made over to him or destroyed. On his death it may be forwarded to his family.

3.—LONG ROLL.

27. This book will contain in separate columns, Long Roll. the name of every sub-commissioned officer, non-commissioned officer, trumpeter, drummer, or bugler and sowar or sepoy, in the regiment. As an individual is promoted or reduced, his name will be transferred accordingly. The names of the sub-commissioned officers and non-commissioned officers will be entered by seniority of appointment; those of drummers, buglers, and sepoys, by succession of their numbers.

- (a) Every recruit when he joins the regiment, and every soldier transferred from another corps, will receive a regimental number.
- (b) The series of regimental numbers for soldiers in a corps, will commence with 1,

Sec. XII.Correspondence and Books.II.II.—Books and Forms—*contd.*

and will conclude with 2999, when a new series will be commenced. The numbers will be given in sequence according to the dates of enlistment.

- (c) In all documents relating to a soldier, his regimental number is to precede his name. This number will not be changed so long as the soldier remains in the corps. If he is transferred or discharged, dies or deserts, the number will not be given to any other soldier.

4.—LETTER BOOK.

Letter Book. 28. The letter book is to contain the entry of all official letters written by the commanding officer, or under his direction, to the public departments, and to individuals on regimental business. It is to contain an index. It need not be preserved beyond three years after it is completed, care being taken to keep copies of such letters as may be likely to be required for reference.

5.—REGISTERS OF LETTERS RECEIVED AND DESPATCHED.

Register of letters. 29. A register of all letters received and despatched will be kept in this Book.

6.—RETURN BOOK.

Return Book. 30. Copies of all returns compiled in the Adjutant's office, are to be kept in a guard book and

Correspondence and Books.

Sec. XII.

II.

II.—Books and Forms—*contd.*

arranged in order of date. They may be destroyed after the expiration of three years

7.—REGISTERS OF CANDIDATES FOR RECRUIT AND PENSION BOYS.

31. This book is to contain registers as above (in one volume) arranged in a convenient manner.

Register of candidate.

8.—REGISTER OF FURLONGHS.

32. This book will contain lists of the names of the Sub-Commissioned officers, non-commissioned officers, trumpeters, drummers and buglers. on separate pages. They are to be entered in succession, as they stand for furlough, the names of those annually granted furlough being placed at the bottom of their respective lists on their rejoining. This book is only intended as a roster in order to regulate the grant of the furlough all details regarding rejoining, over-staying, etc., should be entered in the leave register, page of the 'sheet roll.'

Register of Furloughs.

9.—GENERAL DEFAULTERS' BOOK.

33. This book will contain a record of every punishment awarded in the regiment, instruction drill alone excepted. It will be kept by the Adjutant, and the entries made, if possible, at orderly room hour when the punishments are awarded. Punishments awarded by commissioned and sub-commissioned officers being reported to the Adju-

Defaulters Book.

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Correspondence and Books.

11.

II.—Books and Forms—*contd.*

tant. The commanding officer is to initial punishments awarded by him, other officers are to initial the punishments they may award: punishments awarded by sub-commissioned officers, are to be initialled by officers commanding their respective wings or squadrons.

(a) From time to time the book will be forwarded to wing and squadron commanders, with a view of their entering in the half-squadron or company defaulters sheets, the punishments inflicted on the men serving under their orders.

(b) The general defaulters' book is to be produced before the Commander at the periodical inspection, for comparison with the entries in the 'sheet rolls.'

(c) An entry is to be made in red ink of—

I.—Every conviction by court-martial.

II.—Every conviction by the civil power involving imprisonment, or fine; but in the latter case, if the defaulter has not undergone imprisonment in default of payment, the commanding officer may, if he thinks fit, represent the case to the Commander, who may order that the regimental entry shall not be made.

Correspondence and Books.

Sec XII.

11.

II.—Books and Forms—*contd.*

III.—Every case of misconduct which has subjected the offender to any punishment involving imprisonment; forfeiture of pay for absence without leave, or forfeiture of good-conduct pay, or confinement to lines for, or exceeding fifteen days.

- (d) The summary reduction of kote duffadars and color havildars to the rank of duffadars and havildar, or the removal of non-commissioned officers, from a staff appointment, or the deprivation of lance duffadars, lance havildars, or lance naicks of their acting rank, are not circumstances of themselves to be recorded in the general defaulters' book.

10.—COURT-MARTIAL BOOK.

34. The 'court-martial book' is to consist of loose sheets of foolscap paper secured in a guard-book, and is to contain an extract, prepared on the subjoined form, of the proceedings of all courts-martial: such extracts being verified by the signature of the commanding officer.. This book is also to contain certified copies of all convictions by the civil power, when the imprisonment awarded in such convictions shall exceed that which the commanding officer is empowered to award as a minor punishment, *viz.*, seven days: it is to be produced

Court-martial Book.

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Correspondence and Books.

II.

II.—Books and Forms—*contd.*

in evidence as a former conviction in the same manner as that of a court-martial. Copies of sentences of whipping also by the civil power are to be entered in this book. When soldiers are transferred, the sheets of this book, or certified copies, are to be sent with them: these copies are to be certified by the Adjutant.

A copy of the declaration of a court of inquiry held under Section 143 of the Army Act to record the illegal absence of a soldier, countersigned by the commanding officer, is to be entered in the regimental court-martial book, and the record, or a copy thereof, purporting to bear the signature of the officer having the custody of the regimental books, will be admissible in evidence of the facts therein stated, on the trial of the soldier. The original proceedings are then to be forthwith destroyed.

Regiment _____

Name and Regimental Number.

At a

General	_____
District	_____
Detachment	_____
Regimental	_____
Summary	_____

 court martial assembled at _____

on the _____ day of _____ 19 _____

Correspondence and Books.

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II.

II.—Books and Forms—*contd.*

_____, of _____ Half-Squadron
Company Name
Regiment

Number

was arraigned on the following charge :—

Charge
Finding
Sentence } [These to be entered *verbatim* from the proceedings.]

Approved and confirmed.

Signed _____

(Copy of signature of confirming officer.)

The prisoner to undergo the punishment awarded
in the _____ (as the case may be).

(True Extract.)

(Place)_____
(Date)

Commanding _____ Regiment.

II.—DIGEST OF SERVICES OF THE REGIMENT.

35. A historical account is to be kept in every corps of its services, &c., stating the period and circumstances of the original formation of the corps; the means by which it has, from time to time, been recruited; the stations at which it has been employed, and the period of its arrival at and departure from such stations. This account is to specify the battles, sieges, or other military operations in which the corps has been engaged,

Digest of ser-
vices of re-
giments

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Correspondence and Books.

II.

II.—Books and Forms—*contd.*

and to record any achievement it may have performed. It is to contain the names of all officers killed or wounded by the enemy, and the name of any officer, non-commissioned officer, or private soldier who may have specially distinguished himself in action. The badges and devices which the corps has been permitted to bear, and the causes on account of which such badges and devices, or any other marks of distinction, were granted, are to be stated; also the dates of such permission being granted. Any particular alteration in the clothing, arms, accoutrements, colours, horse furniture, &c., are to be recorded, and a reference made to the dates of the orders under which such alterations were made. The various alterations which may be made in the establishment of the corps, either by augmentation or reduction, are also to be stated in this book. With a view of ensuring regularity and accuracy, the entries in this book are to be made under the immediate inspection of the commanding officer, and are to be written in a clear, legible hand, with black and durable ink.

12.—MORNING REPORT BOOK.

Morning Re-
port Book.

36. This book is to contain a daily state of the regiment, and the names of all casualties.

13.—REGISTER OF HORSES (CAVALRY ONLY).

Register of
Horses.

37. This book will contain a description of all the horses in the regiment, entered according to

Correspondence and Books.

Sec. XII.

II.11.—Books and Forms—*contd.*

the dates of their entertainment, with a record of the price paid for each horse, and the locality where the animal was purchased. It should also show briefly in the column of remarks the cause of a horse becoming non-effective.

14.—EQUITATION REGISTER.

38. In this register the officers, men, and horses are to be formed into three classes, according to their degrees of proficiency. Equitation
Register.

- (a) The first class is to consist of such officers, non-commissioned officers, and men as have attained sufficient dexterity and perfection in the equitation exercises to be competent to any duty to which they may be liable.
- (b) The second class is to comprise those officers and soldiers who are in an intermediate state of proficiency.
- (c) The third class is to include those officers and soldiers who are in the early stages of instruction.
- (d) The horses are to be classed in like manner.

The classifications are to be made under the direction of the commanding officer, and any alterations are to be determined by him. Dismissals from

Sec. XII.

Correspondence and Books.

II.

II.—Books and Forms—*contd.*

attendance at the riding drills are to be authorized by the commanding officer only, after personal inspection.

In addition to the register to be kept by the Riding Master, a class-roll is to be kept in each troop, of the officers, men, and horses belonging to it, and is also to be shown at inspections.

15.—PAY BOOKS.

Pay Books.

39. The office copy of the 'muster rolls' and 'pay abstracts' for each month, together with all the vouchers connected therewith, are to be bound up together at the end of each year, or filed in loose covers and kept for record.

For the distribution of the officers' pay, it is recommended that a ledger be kept, containing a debit and credit account for each officer and regimental institution, a copy of each month's accounts being given to each officer for his information. The forms for this book and for the pay statements, will be adopted regimentally.

16.—SHEET ROLL BOOKS.

Sheet Rolls.

40. A 'sheet roll' is to be kept for each officer, non-commissioned officer and soldier, the rolls of each half-squadron or company, being kept separately in loose covers. When an individual becomes non-effective from any cause, the roll is to be sent to the orderly room, and will be destroyed after the

Correspondence and Books.

Sec. XII.

II.

II.—Books and Forms—*contd.*

commanding officer has satisfied himself of the correctness of the accounts of the non-effective; and that the man, if discharged or dismissed, has been paid in full the amount due to him.

41. The following books are to be kept up by Quartermasters of regiments:—

List of Quartermaster's Books.

1. Book for all requisitions, returns and survey reports. (*See paragraph 12*).
2. Bazar Register, I. A. F. 433. *See paragraph 13*).
3. Letter Book. (*See paragraph 11*).
4. Register of letters received. (*See paragraph 15*).
5. Daily statement of receipts and expenditure of ammunition and monthly balance of ammunition. (*See paragraph 16*).
6. Forage and gram accounts. (*See paragraph 17*).
7. Annual and monthly lists of receipts, issues and remains in stores.

1.—BOOK FOR ALL REQUISITIONS, RETURNS AND SURVEY REPORTS.

42. All returns should be collected and bound together, when in sufficient numbers to form a book.

Book for returns, &c.

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Correspondence and Books.

II.

II.—Books and Forms—*contd.*

This book also contains all documents for the disposal of which special provision is not made.

2.—BAZAR REGISTER.

Bazar register.

43. All individuals belonging to or attached to the bazar will be entered in this book in succession. This book will also contain a roll of persons allowed to reside in regimental lines.

3.—LETTER BOOK.

Letter Book.

44. A book as described in paragraph 28 will be kept for this purpose.

4.—REGISTER OF LETTERS RECEIVED AND DESPATCHED.

Register of letters.

45. For instructions see paragraph 29.

5.—DAILY STATEMENT OF RECEIPTS AND EXPENDITURE OF AMMUNITION, AND MONTHLY BALANCE OF AMMUNITION.

Statement of ammunition.

46. Issues and receipts of service, practice, and match ammunition are to be entered daily and initialled by the Quartermaster.

Forage and Gram accounts (Cavalry.)

Forage and Gram account.

47. This book is to contain copies of all indents and other records connected with gram and forage.

Correspondence and Books.

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II.

II.—Books and Forms—*contd.**Forms.*

48. The following forms are registered as autho- ^{Forms.}
rised forms :—

No.	Description of Forms.	Remarks.
1	Morning Report ...	Urdu or English according to how the records are kept.
2	Sheet Rolls ...	Do. do.
3	Nominal Roll of men unfit for service ...	Being required for gratuity, abstracts to be kept in both.
4	Attestation Forms .	Urdu or English as per records.
5	Commitment Warrant ...	Urdu and English both.
6a	Application for Leave Commissioned Officers.	Urdu or English according to records kept.
6b	Do. Sub-Commissioned Officers.	
7	Discharge Certificate ...	Both Urdu and English.
8a	Leave Passport	Urdu or English according to records.
8b	Furlough Passport	
9	Promotion Rolls ...	Do. do. do.
10	Weekly Duty State ...	Do. do. do.
11	Weekly Report Duties ...	Do. do. do.
12	Day Officers' Report ...	English only.
13	Security form (Recruits) ...	Urdu only.

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Correspondence and Books.

II.

II.—Books and Forms—contd.

No.	Description of Forms.	Remarks.
14	Court Martial Book ..)	Urdu or English according to records.
15	Regtl. Defaulter Sheet	
16	Register of Daily Defaulter.)	
17	Register of Horses ..	According to records Urdu or English.
18a	Inspection State ..	English
18b	Field or Parade State ...	English.
19	Register of Men ...	According to records Urdu or English.
20	Application gratuity ...	Both Urdu and English.
21	Recruits' Enlistment Book. }	According to records Urdu or English.
21a	Monthly Return of Recruits }	
22	Furlough Book ..	Do. do.
23	Muster Rolls H. I. S. Troops only ..	Do. do.
24	Crime Sheet ...	Do. do.
25	Progress Report ...	Do. do.
26	Monthly Return ...	Do. do.
27	Monthly Return of those in Arrest or Prisoners ...	Do. do.
28	Forage Returns ...	Do. do.
29	Quarterly Return of Ammunition ...	Do. do.

Correspondence and Books.

Sec. XII.

II.

II.—Books and Forms—*concl'd.*

No.	Description of Forms.	Remarks.
80	Monthly Return Officers' Chargers ...	According to records Urdu or English.
31	Monthly Return of Regtl. Horses ...	Do. do.
32	List of Arms accoutrements. .	Do. do.
33	Last Pay Certificate ...	Do. do.
34	List of Clothing rates ...	Do. do.
35	Monthly Return Army Signaling ...	Do. do.
36&37	Pay Sheet Bills ...	Both Urdu and English.
38	Contractors' receipts ...	According to records Urdu or English.
39	School reports ...	Do. do.
40	Contract tenders ...	Do. do.
41	Agreement bonds ...	Do. do.
42	Medical certificates ...	Do. do.
43	Annual Return of Govt. property ...	Do. do.
44&45	Docket and Letter forms ...	Do. do.
46	Discharges sanctioned ...	English only.
47	Chunda and Half Mounting ...	Regimental Arrangement.
48	Annual Return of Europeans..	English only.
49&50	Diaries Miscellaneous ...	Regimental Arrangement.

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Correspondence and Books.

III.

III.—Destruction of useless Records.

courts martial
proceed-
ings.

49. In accordance with Section 120 of the Army Act the proceedings of a General Court Martial can be destroyed after having been preserved for not less than seven years, those of other Courts Martial after three years from the date of the confirmation of the finding and sentence.

destruction
of books and
documents.

50. With a view to obviate the inconvenience which is found to arise from the accumulation, in military offices of records to which references are seldom made, the officer commanding the regiment or department is to cause a committee of three or more officers to be assembled, for the purpose of examining them, and of ascertaining that such parts thereof as it may be advisable to retain have been extracted and correctly copied into other books. A list specifying,

1st. The description of books or documents,

2nd. The periods to which they apply, and

3rd. The reasons, in each instance, for considering them no longer necessary,

is then to be transmitted by the commanding officer to the Division Office in order that the Commander may decide as to their retention or destruction.

Hospitals and Medical Department

Sec. XIII.

I.

SECTION XIII.—HOSPITALS AND MEDICAL DEPARTMENT.

- | | |
|--------------------------------|--|
| I.—Constitution of Department. | V.—Examination of Recruits. |
| II.—Duties. | VI.—Inspections and contagious diseases. |
| III.—Hospital Discipline. | VII.—Stores, Furniture, Lighting. |
| IV.—Medical Boards. | |

I.—Constitution.

1. The Principal Medical Officer, grades as Staff Surgeon and ranks as Captain Commanding. Status of P.
M. O.

The appointment of Principal Medical Officer will be one of selection which rests in the hands of His Highness the Nizam's Government. Appointment.

2. Medical officers.

Status of Medical officer.

- (a) A Medical officer, on entering the service, grades as Assistant Surgeon and ranks as Lieutenant Regimental Staff.
- (b) A Medical officer, after 5 years' service as Assistant Surgeon, grades as Senior Assistant Surgeon and ranks as Lieutenant 2nd in Command.
- (c) A Medical officer, after 5 years' service as Senior Assistant Surgeon, grades as Surgeon and ranks as Captain.

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 Hospitals and Medical Department.

I.

I.—Constitution—*contd.*
 status of
Dressers.

3. Dressers.

- (a) A Dresser on entering the service, grade, as 3rd class Dresser and ranks as Warrant officer, 3rd class.
- (b) A Dresser after 5 years' service as 3rd class, grades as 2nd class Dresser and ranks as Warrant officer, 2nd class.
- (c) A Dresser after 5 years' service as 2nd class, grades as 1st class Dresser and ranks as Warrant officer, 1st class.

 status of
Compounders.

4. Compounders.

- (a) A Compounder on entering the service grades as 3rd class, and ranks as 1st class Private.
- (b) A Compounder after 5 years' service as 3rd class, grades as 2nd class and ranks as Naigue.
- (c) A Compounder after 5 years' service as 2nd class grades as 1st class, and ranks as Havaldar.

qualification.

5. For admission into the Military Department the following qualifications are necessary :—

(Medical Officers.)

Medical officers before being admitted into the service shall be required to produce a diploma from a University, Medical College or the local medical

Hospitals and Medical Department.

Sec. XIII.

I.I.—Constitution—*contd.*

school. Those possessing a higher qualification being always given the preference.

(Dressers.)

Dressers before being admitted into the service shall be required to produce a certificate from a medical college or school. Those possessing a certificate from the local medical school shall be given preference.

(Compounders.)

Compounders before being admitted into the service shall be required to produce a certificate from the local medical school. Probationary compounders of the Regular Force shall be required to produce as to their competency, the certificate of a Medical Board of which the P. M. O. shall be the president.

(Hospital Establishments.)

6. Staff Hospital :—

Staff.

- 1 Medical officer *viz.*: The Staff Surgeon.
- 2 Dressers. One of whom will also act as Manager P. M. O's. office.
- 2 Compounders.
- 1 Leechman.
- 1 Sweeper.
- 1 Dhobie.
- 5 Bearers.

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Hospitals and Medical Department.

I.

I.—Constitution—*concl'd.*

Regimental

7. Each regiment and each battery shall have the following:—

1 Surgeon. In the Artillery, one Surgeon for both the batteries.

1 Dresser.

1 Compounder.

1 Leechman.

1 Sweeper.

5 Bearers.

Regimental Barber and Dhobie also to do duty when occasion arises on requisition to the Adjutant by the medical officer.

Detachments.

8. Hospital detachments to accompany details or small parties of troops will be furnished as may be detailed in Division orders—as a rule the regimental medical officer should not be detached from his corps for such duty, but medical subordinates are available. Small detachments quartered at out-stations require no hospital establishment as medical aid will be afforded to them by the Civil Medical Department.

Hospitals and Medical Department.

Sec. XIII

II.

II.—Duties.

(Principal Medical Officer.)

9. As Head of the Medical Department, he will exercise general superintendence and control over the medical officers and the hospitals.

Head of department

10. It will be his special duty by a strict and constant exercise of his authority, to ensure the greatest attention on the part of all the medical officers and their subordinates to their professional duties, and scrupulously to enforce from all grades the most undeviating execution and observance of the established rules of the department. He will call for such statements and reports from the medical officers in charge of hospitals as he may consider necessary, and issue such orders for the management and interior economy of the several hospitals in the different stations as may be advisable. Such orders issued by him are to be strictly followed, any neglect or inattention on the part of medical officers or subordinates shall be brought to the notice of the Commander as the case may require.

11. He shall always be appointed President of Medical Boards ordered to examine officers.

When President of Boards,

12. He will examine and countersign all indents for European medicines, instruments, medical contingent bills, &c., previous to their being sent to the Stores for compliance. He will exercise the

Expenditure of Stores &c.

Sec. XIII.

Hospitals and Medical Department.

II.

II.—Duties—*contd.*

utmost vigilance in controlling the expenditure of medical stores and hospital supplies generally, sanctioning indents for such articles only as, in each case, he may consider to be necessary, and limiting the quantities of these according to his experience and judgment of the wants of the respective hospitals.

Staff Surgeon. 13. He will be *ex-officio* Staff Surgeon, in which capacity he will be the medical attendant to all officers on the Division Staff and such details as pioneers, musicians of the Garrison Bands, and such other details of regiments, the head quarters of which are not in Hyderabad. He will attend free of charge the families of commissioned officers of the Division Staff.

Visits. 14 The Principal Medical Officer will visit once daily the Staff Hospital at the Division headquarters and will also attend in consultation with the regimental Surgeons, officers who may be reported to him as seriously ill, all directions given under such circumstances will be carried out by the Medical Officer in attendance.

Vaccination. 15. The Staff Surgeon will be responsible for the vaccination and re-vaccination of all persons in his charge including families of officers on the Division Staff.

Detailing of officers. 16. The Principal Medical Officer will detail every quarter a quarterly Medical Officer and the

Hospitals and Medical Department.

Sec. XIII.

II.

II.—Duties—*contd.*

next for duty and intimate to the Chief of the Staff for publication in the Division orders. He should likewise detail the president and members of all Medical Boards ordered to assemble.

17. During the absence of the Staff Surgeon and Principal Medical Officer, from sickness or on leave the next senior medical officer in the service shall be appointed to officiate by the Commander.

Absence on
leave.*(Medical Officers.)*

18. Every medical officer in charge of a regiment will keep up the following hospital records, which should be ready at all times for inspection by the Commander, the officer commanding the regiment and the Principal Medical Officer.

Records.

(a) Admission and Discharge book.—

3. In entering the names of diseases in the Admission and Discharge Book and in the Weekly Return of Sick, the nomenclature of Diseases of the Royal College of Physicians of London will be strictly adhered to. When a diagnosis has not been arrived at, the case will be entered in the Weekly Return under the head of "Not yet diagnosed." If the primary diagnosis be found incorrect, the patient will be discharged and re-admitted in

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Hospitals and Medical Department.

II.

II.—Duties—*contd.*

the Admission and Discharge Book under the second diagnosis. If a patient is suffering from the sequel to a former disease, the former disease and not its sequela, will be the disease entered—thus if a man is suffering from epididymitis and cystitis the result of gonorrhœa. *Gonorrhœa* will be his disease, and it will be entered thus:—

Gonorrhœa—

(a) Epididymitis.

(b) Cystitis.

This book will be used for both combatants and non-combatants in fact for every case that is treated from hospital supplies.

(b) (Case-book)

In the Cash Book will be entered the case of every officer and warrant officer placed on the sick list and all important cases admitted into hospital, including every case to whom extras of any description are administered. Details of the case of all major surgical operations will be entered in the Case Book, and the number of case referred to in the register.

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II.

II.—Duties—*contd.*

The case of all combatants terminating fatally will be entered in the Case Book, and the number of case in the Case Book entered in the Register of Deaths.

(c) (Diary.)

In the diary will be entered all particulars as to changes in the establishment and verbal or written recommendations from the officer commanding the regiment or Principal Medical Officer ; cases invalided or died ; sanitary recommendations made to Officers Commanding, appearance of contagious diseases in the regiment, &c. It is from this diary, combined with the Admission and Discharge book, that medical officers are expected to prepare their annual reports.

(Prescription Books.)

(d) Ward Books for prescriptions, for

(a) Troops.

(b) Camp-followers.

(c) Officers, Warrant Officers and all patients treated out of hospital.

(e) (Letter Book.)

(f) Book for copies of weekly, monthly and general returns and indents.

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Hospitals and Medical Department.

II.

II.—Duties—*contd.*

- (g) Departmental circular book.
- (h) Book for copying all Division orders affecting the medical department
- (i) (Regimental Medical History register.)

In this register will be entered the name of each officer, warrant officer, and of all non-commissioned officers and privates of the corps. In every case where a man leaves his regiment on leave or transfer the medical officer will see that he is provided with an extract from this register.

- (j) Register of deaths.
- (k) Register of major and minor operations.
- (l) Cholera Register.
- (m) Small-pox Register.
- (n) Vaccination and Re-Vaccination Register.
- (o) (Stock Book.)

In this the weekly expenditure of all medicines will be recorded showing the balance of each medicine remaining.

- (p) (Recruit Register.)
- (q) (Diet book.)

In this book will be entered any special diet that the medical officer may order for any patient.

Hospitals and Medical Department.

Sec XIII

II.

II.—Duties—*contd.*

(r) (Inspection Book.)

In this book will be entered the annual Inspection report of the P. M. O.

(s) (Visitors' Book.)

In this book will be entered any remarks that may be considered necessary by the officer commanding or visiting orderly officer.

(t) (Contingent bill account book.)

(n) (Attendance Book.)

19. As it absolutely necessary that all books for registers, &c., be of uniform pattern, medical officers should conform to the sample books of the P. M. O's. office. Uniformity of Books.

20. Medical officers are strictly enjoined to keep an accurate account of the case of every commissioned or warrant officer that comes under treatment. Medical History.

21. Medical officers are personally responsible for the correctness of all the records which will be kept in their own hand writing. Responsibility of correctness.

22. When medical records are no longer needed with a regimental hospital they will be carefully packed and forwarded to the office of the Principal Medical Officer who will give a receipt for them. Old Records.

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Such records will be kept at the Staff Hospital for future reference for a period of 3 years generally and longer if the P. M. O. deems it necessary.

Returns.

23. Medical officers will furnish to the P. M. O. an annual and a quarterly return of sick accompanied with a general report on the prevailing diseases, and the treatment employed, also the condition of the lines and general health of the men and officers.

Special Reports.

24. Medical officers deeming it necessary to make special reports upon or to offer suggestions concerning matters affecting the health of the troops and the sanitary condition of the localities in which they are situated, or to make any report affecting departmental discipline to the P. M. O., should furnish a copy of the same to the officer commanding the regiment, and in like manner copies of such reports made to the commanding officer will be forwarded to the P. M. O. for information.

Sanitary Reports.

25. Medical officers will submit a weekly sanitary report in which they will state briefly the general condition of the lines, nature of water supply, unusual prevalent diseases (especially epidemic affections), and any other points needing special attention.

Hospitals and Medical Department.

Sec. XIII.

II.

II.—Duties—*contd.*

26. Medical officers will in all Medical and sanitary duties be guided by such instructions as they may from time to time receive from the P. M. O.

27. Medical officers will inspect their stores twice a week and see that all instruments are kept clean, and free from rust.

Inspection of
Stores.

28. All apparatus and instruments, in the dispensary will be cleaned once a week by compounders under the personal supervision of the regimental dresser who before putting them by, will have the instruments &c. coated with a little suet or other suitable application to prevent rusting.

29. Medical officers will recommend only those men for change of air who have been carefully and regularly treated in the hospital for at least one month. If after that period the patient's illness prove intractable, and the place to which recommended has a climate different from that of Hyderabad the case with the sanction of the P. M. O. will be brought before the Quarterly Medical Board for investigation.

Change of
air for pa-
tients.

30. Medical officers must understand, that under no circumstances are they to send any cases from the military to the civil hospitals for treatment. Cases requiring special treatment, &c., should at once be brought to the notice of the P. M. O.

No foreign
treatment
allowed.

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Hospitals and Medical Department.

II.

II.—Duties—*contd.*

Certificates
and Reports

31. Medical officers are required to furnish to the P. M. O. and to the officer commanding the corps the following reports, &c. :—

- (a) *Medical Report.*—(Certificate.) In the case of commissioned officers the certificate should state the disease that the officer is suffering from and the certificate placing him on the convalescent list should specify the hours he is permitted to take out-door exercise. When the officer is fit for duty the certificate should state from what date he should resume his duty, such certificates should only be given to those who have been treated by the medical officer.
- (b) *Weekly report of sick.*—This is to be forwarded every Monday morning; at the bottom will be entered the names of officers and other sick in quarters with their disease, the report being compiled up to 12 noon of the preceding Sunday, The last day of the year closes the year.
- (c) *Casualty report.*—This report will be sent in all cases of death among officers and combatants &c. The copy to the Principal Medical Officer should contain a statement of the disease, with a complete history of the case and the treatment adopted.

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Sec. XIII.

II.

II.—Duties—*contd.*

32. The channel of communication between the medical officer and the officer commanding the regiment is through the adjutant, but if exceptional cases require direct correspondence the medical officer should inform the adjutant.

Channel of communication

33. Medical officers will always be present at the hospital whenever the officer commanding the regiment notifies his intention to inspect it.

Presence at inspection.

34. Medical officers, when duly warned by the officer commanding the regiment, will attend whenever the regiment fires blank cartridges; and when required, will provide for the attendance of a dresser at all similar practice of a single company or recruit. He will also attend all infliction of punishments.

Presence where ammunition is used at parades, and punishments.

35. When the services of medical officers are required on emergencies, or in consultation, they are to be cheerfully and readily rendered, without reference to any consideration but the welfare of the patient and good of the service.

Emergencies and consultation.

36. Medical officers are to provide themselves with uniform as laid down in dress regulations.

Dress.

37. Medical officers are to provide themselves with a charger and horse equipment, and to appear mounted in uniform when required to attend parades.

Charger

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Hospitals and Medical Department.

II.

II.—Duties—*contd.*

When uniform is to be worn.

38. Medical officers and subordinates must attend hospital in uniform; as attendance at hospital is a duty all those on duty have to appear in uniform.

Interviews with the Commander.

39. Medical officers wishing to have an interview with the Commander are to inform the P. M. O. who will notify it to the Commander.

Appointment and removal from establishments.

40. Medical officers cannot discharge, enlist, or detach any of their establishment without the sanction of the Principal Medical Officer. When it is necessary to apply for such sanction the application is to be sent to the P. M. O., who will state his approval or disapproval as the case may be and this will be forwarded to the officer commanding the regiment.

41. The regimental medical officer, shall select the men to fill vacancies occurring among regimental medical subordinates, and after approval by the Principal Medical Officer shall send them to the commanding officer for his inspection and to publish the men's names in regimental orders.

Appointment of dressers and compounders.

42. The appointment of dressers and compounders shall be made by order of the commander on the recommendation of the Principal Medical officer.

Hospitals and Medical Department.

Sec. XIII.

II.

II.—Duties—*contd.*

43. Regimental medical officers, as regards all matters departmental, are under the orders of their Principal Medical Officer, but as regards all matters of discipline, other than the interior discipline of a regimental hospital, they and the hospital establishment are subject to the jurisdiction of the officer commanding the regiment.

Defining
when under
orders of P.
M. O., and
when under
C. O.

44. In the case of medical officers and dressers requiring leave of absence, the application on for leave or furlough Form is to be sent fully a fortnight before date of departure by the medical officer of the regiment, for the approval of the P. M. O., who will enter his approval or non-approval on the document. If approved by the P. M. O., it is then to be sent by the medical officer to the officer commanding the regiment, to be forwarded to the Chief of the Staff for the Commander's orders.

Applications
of leave.

45. In the case of medical subordinates, (compounders, &c.,) requiring leave of absence, the application is to be sent by the medical officer of the regiment to the P. M. O., who will enter his approval or non-approval on the document. If approved by the P. M. O., it will be sent by the medical officer to the officer commanding the regiment for publication in regimental orders.

46. Medical officers must remember that applications for leave of absence cannot be entertained

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II.

II.—Duties—*contd.*

by the officers commanding regiments except they are approved of by the P. M. O.

Substitutes
not allow-
ed

47. Medical officers will not be permitted to make any private arrangements with brother officers for the performance of their duty during their absence, all acting arrangements will be made by the P. M. O. departmentally.

Inspection of
mass ocks
and pick-
halls.

48. Medical officers will frequently inspect the massocks and packhalls of Bhisties of the regiment, to ascertain that the interior of the water utensil is clean.

Inspection of
men in lines.

49. They will make an occasional inspection of the troops in the lines so as to keep themselves cognizant of the general health of the regiment.

Inspection of
lines and
Bazaars.

50. They will go through the lines and bazars of their regiment at least once weekly and see that they are in a proper sanitary condition reporting accordingly to the P. M. O., sending copy to the officer commanding the regiment suggesting what action is necessary.

Marching re-
ports.

51. Medical officers or subordinates in charge of corps, or detachments will report their departure or arrival with troops to the P. M. O., and while marching will transmit weekly report of such, but in the event of cholera or other serious disease breaking out, a special report respecting it is to be made immediately to the P. M. O., and repeated

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II.

II.—Duties—*contd.*

every 2nd or 3rd day afterwards during its prevalence.

52. Every medical officer, as well as every dresser in the service is enjoined to make written reports on his arrival in or departure from any station, whether on duty or on leave of absence or sick leave, and also upon assuming or relinquishing any charge to the Principal Medical Officer.

Arrival and departure report.

Assuming and relinquishing.

53. Medical officers and subordinates returning to head quarters either from duty or leave of absence, in or out of His Highness the Nizam's dominions, will after reporting their arrival to the P. M. O. await his orders before assuming charge.

To await orders before assuming charge.

54. A Medical officer absent on duty, forfeits no part of his pay. The officer performing his duty will draw a medical allowance on a separate contingent bill at the rate of 10 rupees per cent of combatants and 5 rupees per cent of non-combatants in excess of the strength of his own corps.

Head money.

55. When a medical officer becomes incapable of discharging his medical duties from being placed under arrest or being absent on sick leave, &c., for a period exceeding a month, the officer performing his duty will draw head money under para. 54.

56. A medical officer placed in medical charge of troops, extra or foreign to that of his own imme-

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Hospitals and Medical Department.

II.

II.—Duties—*contd.*

diatc corps or department in the same station or field service will draw head money under para. 54

Prohibiting,
accepting
duties
other than
military.

57. No medical officer nor subordinate can accept the presidency or any appointment honorary or otherwise not connected with troops without first obtaining the approval of the Commander through the P. M. O., and subject in all cases to these being subordinate to the military duties.

Visiting off-
cers.

58. The Commander his staff officers and the officer commanding the station are authorized to visit the hospitals at any time. Such officers on garrison duty, as may be directed by officers commanding the station to do so, are to visit the station hospital daily, but not during the morning or the evening visiting hours of the medical officers. They should report, for the information of the officer commanding the station, any irregularity or irregularities that they may happen to observe.

59. Officers commanding corps should frequently visit their regimental hospitals to satisfy themselves that they are conducted conformably to regulations.

Entries in
visitors'
book.

60. All officers visiting an hospital on duty will enter their name, rank, and date of visit in the book kept for that purpose. Officers on duty will make no remarks in the book; the result of their visit being embodied in their report to the officer commanding the station.

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Sec. XIII.

II.

II.—Duties—*contd.*

61. Commanding officers will send a statement of the daily strength of their units for the preceding week, to the medical officer in charge of hospital not later than 3 p. m. every Friday. The statement will include the strength of all sick details sent to the same hospital for treatment.

Strength of
regiment
for returns.

62. Arrangements will be made by the officer commanding the corps that the station and regimental orders are sent daily to the hospital for the information of the medical officer in charge.

Extract of
orders to
medical of-
ficers.

63. When a regiment or detachment is about to march all sick will be left behind attached to some hospital at head quarters, and will be forwarded on if necessary on recovery. Conveyance of one cart per hospital for sick will be allowed, but should on the march the number of sick increase, the officer commanding will provide, at the requisition of the medical officer, extra carts—one cart being allowed generally for 4 patients, except in serious cases when special arrangements will be made.

Marching ar-
rangements
for sick.

64. Whenever an inspection of hospital is made either by the Commander, P. M. O., or the commanding officer, the medical officer should be present, but if he is required elsewhere on duty of an urgent nature he must leave in writing for the information of the Inspecting officer the reasons of his absence.

Presence of
Medical offi-
cer at hospi-
tal Inspec-
tion.

Sec. XIII.

Hospitals and Medical Department.

II.

II.—Duties—contd.

(Quarterly Medical Officer.)

To be detailed in D. O. 65 At the end of every quarter one medical officer will be detailed according to seniority for the purpose of rendering medical aid to officers on the pension list and their families, if called upon to do so.

Medical officers falling sick. 66. He will place on the sick list any regimental medical officer who may fall sick reporting the same without any delay to the P. M. O. and the officer commanding the regiment.

List of patients to relieving officer. 67. He will also give a complete list of all officers, &c., on the pension list to the relieving Q. M. Officer.

Supply of medicines. 68. He will supply all medicines, &c., to those on the pension list entitled to the Q. M. Officer's services from his own regiment.

History of cases to relieving officer. 69. The relieved Q. M. O. should give a brief but concise history of all such cases to the relieving Q. M. O.

Attendance on sick medical officers. 70. Medical officers on the sick list will be attended to professionally by the Q. M. O. who reports their sick.

Temporary charge of hospitals. 71. The Q. M. O. on reporting a medical officer sick assumes temporary charge of his regiment until departmental arrangements are made ordering a medical officer to assume temporary charge of that officer's duties.

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Sec. XIII.

II.

II.—Duties—*contd.*

72. If the Q. M. O. himself falls ill he is to be re-ported sick by the next medical officer for Quarterly medical officer falling sick.
ly Medical duty.

73. The Q. M. O. will submit weekly return of Return o r
sick among those on the pensioned list. sick.

(Dressers.)

74. Dressers are the immediate subordinates of the medical officers and it will be their duty to be themselves most particular in carrying out all orders received and causing all hospital subordinates under them to do so likewise. The immediate subordinate of Medical officer.

75. Dressers in subordinate medical charge are responsible, in the absence of the medical officer, for the control and management of the hospital generally; and all orders issued by them under such circumstances, will be strictly carried out by the juniors of the department, orderlies, patients, and servants. The dressers, however, will give no orders not authorized in these regulations, or not recognised as coming within their legitimate duties. Responsibilities.

76. They will have subordinate medical charge of the wards and will be responsible that, medicines, and stimulants, &c., ordered by the medical officer are carefully disbursed and diet regularly administered to patients. Medicines and diet.

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Hospitals and Medical Department.

II.

II.—Duties—*contd.*

Dispensing
of poisonous
drug.

77. In dispensing prescriptions the dressers will be careful to observe that in the event of a poisonous drug being prescribed that the pharmaceutical dose is not exceeded, and if it has been, they will bring it to the notice of the prescribing medical officer before finally dispensing the prescription.

Labelling of
vessels con-
taining poi-
sonous me-
dicines for
patients.

78 In dispensing medicines containing poisons the utmost care will be observed. In all cases when a poisonous medicine for external use is dispensed, two labels will be put on the containing vessel; one marked "Poison" conspicuously and the other marked "For external use only." The directions being plainly and distinctly written in english and in vernacular also.

Personal su-
pervision of
dressers.

79. All prescriptions will be dispensed in the presence and under the personal supervision of the Dresser whose duty it will be to see that the bottles, &c., are properly and accurately labelled and sealed before despatch.

Attendance.

80. Dressers will arrive at their respective hospitals fully one hour before their medical officers—refer para. 123 Hospital discipline—and will see that the hospital and compound are in proper order for the visit of the medical officer and that the subordinates are all present. He will also have ready for the medical officer's signature all returns, &c.

Hospitals and Medical Department.

Sec. XIII.

II.

II.—Duties—*contd.*

81. Dressers will not leave their hospitals until fully one hour after the departure of their medical officers, *i. e.*, at 11 a. m., provided their work is finished and they will return by 3 p. m.

82. No dressers will be allowed to absent themselves from hospital during the visiting hours of the medical officer unless previous sanction from that officer has been obtained for such absence.

Absence during visiting hours.

83. Dressers will afford medical aid only to those in their regiment. Sub-commissioned officers, soldiers, their families and servants—such independent medical attendance being subject to the approval of the Regimental Medical officer.

Affording medical aid.

84. A dresser in independent charge of an hospital is vested with the responsibilities of a medical officer in addition to his own legitimate duties.

Responsibility when in independent charge.

85. Dressers will be entrusted with the custody of all hospital stores in the regimental hospital and will be held responsible that no medicines, &c., are issued to any one in the absence of orders of the medical officer.

Custody of stores.

86. Dressers found disobeying orders or neglecting their duties, or in any other way offending against the prescribed regulations of the hospital are subject to arrest and will be brought before the P. M. O. at once. In all such cases immediate report should be made to the officer commanding the regiment.

Misbehaviour.

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Hospitals and Medical Department.

II.

II.—Duties—*contd.*

87. All cases of breach of hospital discipline connected with Dressers, &c., which cannot be disposed of by the medical officer in charge, will be reported to the P. M. O., for disposal or for any further action, the P. M. O., may consider necessary.

To live near
hospital.

88. All Dressers, subordinates and servants shall live within $\frac{1}{2}$ a mile of their respective hospitals.

Private practice
prohibited.

89. Dressers are strictly prohibited from treating private cases and signing sick certificates.

Orderly officers
visits.

90. Dressers will accompany the orderly officer when he visits the hospital and will present the visitors book at the termination of the visit for signature; any recommendations made or instructions given by the orderly officer verbally will at once be communicated to the medical officer.

To accompany
his medical
officer when
visiting
lines.

91. Dressers will always accompany their respective medical officer during the inspection of the lines, regimental bazars, &c., to receive all such orders that he may give.

Presence at
disinfection
of dwelling
places.

92. It will be the duty of the dresser, when disinfection of any of the regimental dwelling places is ordered, to see that such orders are efficiently carried out in his own presence.

To be provided
with a
pony.

93. Every dresser will keep a pony and proper horse equipment.

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Sec. XIII.

II.

II.—Duties—*contd.*

94 Dressers when falling sick shall be reported Falling sick. by the medical officer to the P. M. O. of which is to be sent copy to the officer commanding the regiment. The P. M. O. will detail if available a dresser for duty, when no dresser is available the medical officer will himself have to attend to the dressers duties.

95. Dressers on the sick list must not leave their When on sick list. quarters unless ordered by the medical officer to appear at the hospital. In such cases they will return direct back to their quarters.

96. Dressers seriously ill will be attended at Attendance by medical officers. their quarters by the medical officers.

97. As the services of dressers off duty may at Whereabouts when off duty. any time be required they should always leave instructions in writing at their homes where they can be found.

(Compounders.)

98. Compounders must report their presence on Presence at hospital. arrival every morning to the dresser of their respective hospitals at the prescribed hours.

99. Immediately on arriving at the hospital they Cleanliness of implements, &c. must attend to the cleanliness of the dispensary and see that all implements, glasses, &c., used in and for the preparation of medicines are ready for use.

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Hospitals and Medical Department.

II.

H.—Duties—*contd.*

Independent dispensing prohibited. 100. Compounders are strictly prohibited from dispensing medicines independently.

Preparation of medicines. 101. They will under the personal supervision of the dresser daily prepare solutions, lotions, infusions, decoctions, &c., &c., and keep them ready for use before the medical officer's arrival.

Prescribing prohibited. 102. Compounders will in no case prescribe for patients attending the hospital for relief, nor will they in any way attempt to modify the treatment prescribed by the medical officer for the cases admitted into hospital.

Administration of medicines to patients. 103. They will regularly administer the drugs prescribed for in and out patients, and apply such dressings as may have been ordered.

General duties. 104. They are to recognise that they are to make themselves generally useful in the hospital, and that although the above duties have been detailed as their more important functions they will perform all duties appertaining to the welfare of the sick, and working of the hospital generally.

Labelling of medicines. 105. If the compounder cannot read english with a fair degree of accuracy, the name of each medicine will be written on the stock bottle labels in his vernacular.

Hours of meals. 106. At those hospitals where there are no quarters for dressers, the compounders will remain constantly in the hospital and are permitted 2 hours

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Sec. XIII.

II.

II.—Duties—contd.

twice daily 12 to 2 p. m. for breakfast and 8 to 10 p. m. for dinner and will in turn with the dresser be present in the hospital at night.

107. Compounders when on night duty, if sudden calls are made, will at once send for the dresser who if the nature of the case requires will call in the medical officer. Urgent calls.

108. Compounders and other subordinates and servants of the hospital establishment found disobeying may in trivial cases be reprimanded, but in all the more serious offences the delinquent will be suspended from his duties and placed in the regimental quarter guard; report of the same being made by the medical officer to the adjutant for disposal by the officer commanding the regiment. The fact of such suspension and the nature of the crime necessitating it, will be communicated to the P. M. O. Misbehaviour.

Probationary Compounders.

109. Two privates who are able to read and write English or Urdu or both are allowed per regiment as probationary compounders to learn the duties of compounders for appointment when vacancies occur in the department. No. per regiment.

110. Probationary compounders will remain attached to hospitals so long as they are privates. Allowed while privates.

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Hospitals and Medical Department.

II.

II.—Duties—*contd.*

Training

111. On the expiration of 2 years service as probationer, and on the report of medical officers the Principal Medical Officer will hold an examination as to their proficiency as compounders. During this period—(a) They will occupy themselves in learning the method of preparation of decoctions, infusions, plasters, mixtures, pills, powders, acids, spirits, certain solutions, tinctures and ointments, (b) Make themselves thoroughly acquainted with the doses of all medicines used and the general appearance of drugs. (c) Make themselves acquainted with the method of using the important forms of dressings, how to apply blisters, and leeches etc.

Restrictions
of service

112. Probationary compounders are subject to restrictions of service as any other private in the regiment.

Competency

113. They will do such duties as in the opinion of the medical officer they are competent to perform.

114. Probationary compounders, when in the opinion of the medical officer are competent, will take a turn of duty with the compounders.

Misconducts.

115. As regards duty, attendance etc. they are subject to the same rules as laid down for compounders, and are liable to be returned to their regiment for any misconduct.

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II.—Duties—*contd.*II.

116 To enable privates who have been detailed as probationary compounders to keep up their drill and knowledge of regimental duties, they will be allowed to attend the commanding officer's and the adjutant's parades. They will be permitted to appear at the usual regimental examination for promotion to the non-commissioned ranks.

Promotion in ranks.

Hospital Duffadar and Havildar.

117. A non-commissioned officer will be on duty at the hospital daily under the immediate orders of the medical officer.

Duties.

- (a) The hospital duffadar or havildar may either be relieved weekly, or the duty may be considered a standing one, at the discretion of the commanding officer.
- (b) He is responsible that neither the sick, nor the sick attendants, leave the hospital precincts without permission.
- (c) He will, under the orders of the medical officer, or, in his absence, of the dresser, see that the hospital servants are present and afford assistance to the men in hospital.
- (d) He will report daily to the adjutant, woor-die-major, or jemadar-adjutant. Anything of importance is to be reported at once to the medical officer and the adjutant.

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Hospitals and Medical Department.

II.

II. - Duties—*contd.*

- (e) He will make over to the adjutant the medical officer's daily memorandum of sick.
- (f) He is responsible that no drugs, spirits, or prohibited articles of food are brought to hospital.
- (g) He will see that every man coming to hospital has his blanket or rezai with him, and has a sufficiency of clothing, and will report any deficiency in this respect to the medical officer.
- (h) He will maintain discipline among the patients.
- (i) He will be present in the hospital during his tour of duty, except during the authorised period for taking his meals, when he will report his departure to the dresser on duty.
- (j) He is to do his utmost to prevent any irregularity, and breaches of discipline, and to report offenders in these respects to the surgeon at his next visit.
- (k) He will see that patients are properly washed and dressed before the visit of the medical officer; that the beds are properly made up, and that all articles of clothes not in use are neatly folded and

Hospitals and Medical Department.

Sec. XIII.

II.II.—Duties—*concl'd.*

placed on the shelves or under the head of the bed.

- (l) He will see that the regulations prescribed for in-patients are maintained in the hospital and will bring to the notice of the medical officer, any breach of hospital discipline.

Hospital Servants.

118. The Leechman will always keep ready for Leechman.
use at least one dozen leeches in the hospital.

119. The leechman will have the charge of the lamps and be held responsible that they are kept clean, properly trimmed and lighted.

120. The leechman and other servants of the Not private
servants.
hospital establishments are directly under the orders of the medical officer, but are in no way to be employed as private servants. Their duties, &c., will be specified by the medical officers according to the requirements of the hospital.

121. All hospital servants will be present at the hospital from 4-30 A.M. to 6 P.M., daily.

122. Sweepers and bearers are to live on the Sweepers
and bearers.
premises and must be in constant attendance.

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Hospitals and Medical Department.

III.

III.—Hospital Discipline.

Internal
administration.

123. The internal administration and discipline of an hospital is under the medical officer in charge, subject to the supervision of the Principal Medical Officer.

Medical officers
responsibility.

124. The regimental Surgeon is responsible for the order, regularity, and cleanliness of the regimental hospital; for the due care of the patients, and for the general conduct and interior economy of the entire establishment.

Hospital
compound.

125. The ground adjacent to hospitals will be kept clean and neat generally by the hospital sweeper, but when levelling, &c., is to be done, men can be obtained from the corps by application to the Officer Commanding.

General
cleanliness.

126. The utmost attention is to be paid to cleanliness in and around hospitals in every respect. The doors and windows are to be thrown open every morning at a proper hour, the floors are to be previously sprinkled with water in order to prevent dust, and then swept, all stains on the walls or floors are to be white washed, a small pot of which is always to be at hand so as to be ready for use. The ground adjacent to the latrine to the distance of some yards will be swept and kept clean.

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Sec. XIII.

III.

III.—Hospital Discipline—*contd.*

127 Disinfectants will, in all cases when necessary, be used in the hospital wards and the hospital latrines, and urinals will, after removal of all excreta, be thoroughly disinfected. Disinfection.

128. Disinfectants will be supplied by the Divisional quarter-master on indent. The Principal Medical Officer will distribute the same according to the requirements of each hospital.

129. Every hospital will be furnished with a guard and the medical officer in charge should suggest to the Officer Commanding the particular orders he wishes to be given to the guard, particularly when there are prisoners in the hospital. The Naique of the guard is not to receive orders from the dressers or any of the hospital attendants except the medical officer and hospital havaldar. Hospital guard.

130. The Medical Officer is required to visit the hospital twice or oftener, if necessary, during the 24 hours. The morning visit to be made by 7 a.m. from the 15th February to 15th June, and by 7-30 a.m. from 16th June to 14th February, except in those cases where it can be satisfactorily shown that their attendance at the hours specified was absolutely necessary elsewhere on military duty. Medical Officers visits.

131. He will visit the hospital every afternoon between 4 and 5 p.m. to attend to any fresh cases and such cases in hospital which require special attention.

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Hospitals and Medical Department.

III.

III.—Hospital Discipline—*contd.*

132. The Medical Officer in charge of an hospital will always remain in the hospital till 10 a.m. and longer if necessary, and will be personally responsible that the subordinates under him are present. Should his services be urgently needed by any of the officers or their families or on any military duty he will make an entry in the attendance register and report the same to the Principal Medical Officer.

133. Professional visits should as a rule be made either before or after hospital hours.

134. Medical Officers are required to be punctual in their attendance at the hospital; they will conform to the hours ordered regarding their attendance and it is to be distinctly understood that though hours are fixed for their visits to hospitals, they should in all serious cases or cases of accident occurring out of these hours, personally attend to them and not leave them to the time of their next visit

Presence of
Dressers.

135. Medical Officers will be careful not to permit Dressers to leave hospital when any serious case requiring special care and attention is present in the hospital.

Fresh sick.

136. The fresh sick will be sent to hospital at the prescribed visiting hours, and will, on all occasions, be escorted by a non-commissioned officer, who will

Hospitals and Medical Department.

Sec. XIII.

III.—Hospital Discipline—*contd.*

III.

bring with him the sick reports. When a soldier reports sick at any intermediate hour, he will be similarly escorted to the hospital by a non-commissioned officer, and a sick report will be sent with him.

137. In the morning sick report each man's name In-patients. will be entered, with the disease diagnosed if possible. If necessary he will be taken into hospital, as "Admitted." If his ailment is of a temporary nature and it is only necessary to keep him in hospital for the day the word "Detained" will be entered in the column of remarks. In the case of a trivial ailment and the patient is fit to return to duty after a dose of physic, "Medicine Duty" will be entered; and if no appreciable disease can be discovered, and it is considered after careful examination that the patient is malingering the word "Duty" only will be entered. This word will signify that in the opinion of the medical officer, the man has come to the hospital unnecessarily and will be liable to punishment accordingly. Medical officers are reminded, however, that in many instances it is extremely difficult to detect disease, and that no matter how evident malingering may appear, it is a crime by no means easy to prove against a delinquent. They will therefore exercise prudence in charging a man with it, and if the least doubt exists, the words "no appreciable disease" will be entered in the column of remarks.

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Hospitals and Medical Department.

III.

III.—Hospital Discipline—*contd.*

Diagnoses.

138. Patients once admitted into the hospital will remain in the hospital until such time as the medical officer may consider it necessary. Such patients will be termed “in-patients.”

139. The sick are under the orders of the Surgeon who is authorized to restrict any patient who may disobey his instructions or commit any kind of irregularity; but such restraint is not to exceed 24 hours without being reported to the Commanding Officer through the adjutant, who will take whatever steps are deemed necessary to have the proper entries made in the defaulters book.

140. All in-patients will remain in the hospital until pronounced fit for duty and discharged from the hospital.

Patients fit
for duty.

141. All patients pronounced “fit for duty” will be so marked in the morning report book and returned to their respective regiments with the hospital havildar.

Dangerous
cases.

142. When a patient under treatment becomes dangerously ill or when there is apprehension of a fatal result, the medical officer in charge will at once inform the Officer Commanding the corps, in order that his friends be communicated without delay. Similarly, when a patient dies, his death, will be immediately reported and a copy sent to the Principal Medical Officer with a complete history of the case.

Death.

Hospitals and Medical Department.

Sec. XIII.

III.

III.—Hospital Discipline—*contd.*

143. When a patient in hospital is made a prisoner for any breach of discipline, the medical officer in charge will send a report to the man's Commanding Officer who will dispose of the case when the patient is discharged from the hospital. Breach of discipline by patients
144. When patients in hospital are transferred from one corps, battery, troop or company to another, Officers Commanding corps will inform the medical officer in charge of the hospital in writing of such transfers. Transfers.
145. No patients will either be recommended for leave or permitted to remain in their quarters except with the special sanction of the Principal Medical Officer. Permission for patients to remain in quarters or for leave.
146. When patients are ordered to be discharged from hospital, the medical officer will notify the fact to the Officers Commanding the corps. Discharge of patient from hospital.
147. Patients, when coming into hospital will bring their own bedding and sufficient clothing and measures will be taken to keep these clean and suitable for use in hospital. If the medical officer consider that the patient, has, come with insufficient clothing or bedding and the hospital is not able to supply the same, he should at once report the circumstance to the Officer Commanding the regiment through the Adjutant, with a view to some arrangement being made if possible to supply the deficiency. Clothes and bedding.

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Hospitals and Medical Department.

III

III.—Hospital Discipline—*contd.*

148. All in-patients will wear the prescribed hospital clothing.

Sick to be admitted into hospital.

149. Non-commissioned officer, and soldiers who are unable from sickness to do their duty, shall be admitted into hospital, and must not on any account be permitted to remain elsewhere, without the expressed permission of the Principal Medical Officer.

Sick Sub-commissioned officer and Staff Sergeants may remain in their quarters.

150. Sub-commissioned and warrant officers and staff sergeants when ill, will be allowed to remain in their quarters, attending at the hospital for inspection at such hour as may be ordered by the medical officer, unless prevented from doing so by the nature of their disorder, in which case the medical officer will visit them in their houses.

Death of soldiers.

151. The case of all patients terminating fatally will be entered in the case book, and the number of the case in the book entered in the register of deaths.

Effects of deceased soldiers.

152. The effects of deceased patients if any, will be made over to the orderly havildar of the company to which the patients were attached, a receipt being given to the medical officer for the same.

Sick to be examined by medical officer.

153. Medical officers will personally in all cases examine carefully all non-commissioned officers, and soldiers, camp followers and their families who may report sick.

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Sec. XIII.

III.

III.—Hospital Discipline—*contd.*

154. Medical officers if after careful examination declare any man to be a malingerer, he will report such an individual to the Officer Commanding at orderly room hour. See also para 137.

Disposal of
malingerer.

155. Any patient who, in the opinion of the medical officer may require no further treatment but who is unable to perform all ordinary duties, will be furnished with a certificate to that effect, with a view to his being placed on such light duties as he may be able to perform, such men are to be returned as "fit for light duty." The medical officer will state, in a special memorandum, the period over which the light duty is to continue.

Light duty.

156. When the medical officer considers the attendance of a comrade absolutely necessary for the care of a patient seriously ill, he will report accordingly to the adjutant of the corps. This orderly attendant will obey all instructions he may receive, and when desirous of leaving the hospital for meals will report himself to the Dresser.

Sick orderlies.

157. A soldier employed as sick orderly will under no circumstance be permitted to sleep in the same room as the patient on whom he is attending, nor will he be provided with hospital bedding.

158. When a soldier employed temporarily in a hospital is made a prisoner of for any breach of discipline, the medical officer in charge will send

Misbehaviour
of orderlies.

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Hospitals and Medical Department.

III.

III.—Hospital Discipline --*contd.*

the man at once to his regiment, the nature and date of the offence and the names of witnesses being reported to the adjutant.

behaviour
of sick.

159. All breaches of discipline or disorderly behaviour by patients in hospital will be brought to the notice of their respective commanding officers who will dispose of the cases when the men are discharged from hospital.

insane pa-
tients.

160. Insane patients of corps or detachments should have a fair chance of being kept under medical treatment or observation in hospital, during such a period as to enable medical officers to make a proper diagnosis, or till the medical officer is of opinion that there is no likelihood of recovery. Such patients should under such circumstances be brought before the P. M. O., with a view to obtaining his sanction for sending the patient before a Medical Board for final disposal, but in violent cases special arrangements will be made by the Principal Medical Officer, no patient can be admitted into the lunatic asylum unless the accompanying certificate is signed by two medical officers as is required by law.

161. In preparing the statement of the case of an insane patient, the instructions given by the Principal Medical Officer from time to time will be strictly followed.

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III.

III.—Hospital Discipline—*contd.*

162. In all regimental hospitals the sick followers will be isolated as far as practicable from the combatants.

Sick followers.

163. When a prisoner of the corps is stated to be sick, he is to be sent to the hospital and dealt with by the medical officer according to the seriousness and importance of the case, either by detaining him in hospital for treatment under watch of a sentry, or returning the prisoner if suffering with only a trivial ailment to his cell, with instructions to appear daily or every 2nd day, at hospital, during the hospital hours. The medical officers instructions will accordingly be given to the non-commissioned officer of the guard, in whose charge the prisoner is to be brought to hospital.

Sick prisoners.

164. A wooden or tin frame will be hung over each bed in the hospital containing prescribed a form giving when occupied by a patient, his name, disease, prescription, &c.

Bed head sheet.

165. Medical officers will see that the bed head sheets are correctly filled in. If a patient is permitted to be out of bed, the word "up" will be written in the surgeons handwriting on the left hand margin of the sheet and duly initialed by him.

166. If any patient considers himself ill treated in the hospital or has any other cause of complaint he is to state it to the orderly officer of the day, as

Complaints by patients.

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III.

III.—Hospital Discipline—*contd.*

well as to the hospital havildar, in order that he may have redress if aggrieved.

Concealment
of disease
by soldiers

167. All men who shall be proved to have wilfully concealed disease, men who are disabled from the performance of duty by contusions received in an affray during intemperance, or from other irregularities, and men who contract cutaneous disorders through a want of cleanliness are, on recovery, to be reported to the Commanding Officer in order that they may be punished.

Dieting of
patients.

168. In the dieting of patients it is the duty of the medical officer to order whatever seems to him most appropriate, always bearing in mind the religious class of the patient, and it devolves on him, as an imperative duty, to satisfy himself that his orders are implicitly carried out. This can be effected by the agency of the dressers, and orderly non-commissioned officer, and the co-operation of the attendant, who should be a relation or friend of the patient, if possible. Whenever a special diet is ordered, a diet-ticket should be prepared and hung over the head of the patient's bed, for the guidance of the dresser. Should a patient represent that his means are insufficient to procure the diet which the medical officer considers necessary, application must be made to the Principal Medical Officer and after his sanction through the adjutant to the Commanding Officer in order to obtain for

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III.

III.—Hospital Discipline—*contd.*

the man an advance of pay for the purpose but in those cases when the prescribed diet is beyond the means of the patient he should be placed on government diet.

169. When articles of food are brought into hospital for patients, they should before being given to the patients, be inspected by the dresser, whose duty it will be to see that nothing unwholesome or deleterious is given to him.

170. Patients requiring extra nourishing diet will at once be brought to the notice of the Principal Medical Officer and after his sanction given suitable food, such being charged in the diet bills.

171. Food and articles of diet for patients will be allowed to be brought into the hospital at the following hours only, 6 a. m. ; 11 a. m. ; and 7-30 p. m.

172. Relatives and friends of patients desirous of visiting them in the hospital may do so only between the hours of 1 and 3 p. m previous sanction of the medical officer having been obtained.

Visiting hours
from patients
friends.

173. Relatives, friends and attendants are forbidden to bring patients food, drink or any article whatsoever, without the permission of the medical officer in charge. Those breaking this rule will not be allowed to again visit the patient.

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III.

III.—Hospital Discipline—*contd.*

174. Visitors, friends and relatives will distinctly understand that in no case will they be allowed to remain longer than an hour with the patient. They will understand however that even this indulgence is liable to be shortened if the dresser considers the patient is being fatigued by the visit.

Guard to see
that nothing
is taken
into or out
of hospital
without a
pass.

175 Hospital attendants or others carrying bundles, or parcels, are not to leave the hospital without an authorized pass, which, in the absence of higher authority will be signed by the dresser. Similarly no parcel or bundle may be taken into hospital, except by the special permission of the medical officer, or subordinate on duty. Sentries will be instructed to stop all persons carrying bundles or parcels who are not furnished with proper passes.

Officers sick.

176. When an officer is placed on the sick list, the medical officer should at once send the sick certificate in duplicate to the Principal Medical Officer and give intimation of the same to the officer commanding.

Sick officers
admission
to hospital.

177. Sick sub-commissioned officers are on no account to be placed in the general ward of the hospital, but should the nature of their illness demand it, and a separate room is available in the regimental hospital building, they may be moved thereto.

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Sec. XIII.

III.

III.—Hospitals Discipline—*contd.*

178. In rival cases of sickness, officers should not be recommended for change of air etc., the recommendation should be made only when the officer is recovering for a severe illness and essentially requires a change to complete the cure, but no officer can be recommended for leave of absence on sick certificate beyond 10 days without the opinion of a medical board.

Sick leave to officers.

179. Medical officers are required to furnish through the military channel to the Commander and to the Principal Medical Officer frequent reports on the case of an officer filling an important situation, who may be dangerously ill, but in ordinary cases weekly progress report in duplicate should be submitted to the Principal Medical Officer in cases of all officers.

Special and weekly progress reports.

180. In all cases where an officer is placed on the sick list a confidential report as to the nature of the disease and the time he is likely to be on the sick list will be submitted directly to the Chief of the Staff for information of the Commander, by regimental medical officers, a duplicate being forwarded to the commanding officer and triplicate to the Principal Medical Officer with a full history and state on admission of the officer with particulars of the treatment adopted.

Confidential report.

181. When the case of an officer terminates fatally, a death certificate giving the hour of death and

Death report of officers.

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Hospitals and Medical Department.

III.

III.—Hospital Discipline—*contd.*

the disease will immediately be submitted to the commanding officer. A similar report in duplicate will be forwarded to the Principal Medical Officer with a history of the case.

Sick officers
to conform
to medical
treatment.

182. An Officer once placed on the sick list must conform to the treatment prescribed by his medical officer and his medical attendant will only be doing his duty in reporting to the P. M. O. when the sick officer does not conform to the prescribed treatment.

To be attend-
ed by his
medical offi-
cer

183. While an officer is on the sick list the medical officer must attend him once daily and oftener if the case requires it, at his quarters.

Sick officers
not to leave
quarters.

184. Officers on the sick list will not leave their quarters, except when permission is given for such exercise as the medical officer in charge of the case may recommend, notification of such permission will be made in Division Orders, the hours being specified ; but in no case will such permission extend to presence at mess, clubs, or places of amusement or public resort.

Convalescent
exercise.

185. All recommendations for sick leave by the medical officer should be accompanied with a certificate stating the disease the officer is suffering from, for the information of the medical board, before whom the officer will have to appear.

Certificate to
accompany
recommen-
dation for
leave.

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Sec. XIII.

III.

III.—Hospital Discipline—*contd.*

186. When an officer is granted leave on medical certificate, he must avail himself of the leave within 10 days of the same appearing in Division Orders, such leave being necessary for the reestablishment of his health.

Officer must
avail himself of
leave

187. An officer on leave, furlough or sick leave in or out of His Highness' dominions, requiring extension, must submit a medical certificate from the civil or military surgeon of that station in support of his application as early as practicable.

Certificate
necessary
for extension.

188. An officer, granted leave on sick certificate on the recommendation of the medical board, will on his return have to appear before a medical board (the same if practicable) before he can be returned to duty.

To appear
before Medical
Board on return
from leave.

189. In the case of an officer leaving the station on sick leave, his medical officer will furnish him with a detailed statement of his case for the information of the succeeding medical attendants whom he may have occasion to consult during his absence from his regiment.

Sick officers
history.

190. Medical officers in submitting all sick medical certificates to the P. M. O. for countersignature, recommending officers or soldier will name the disease from which the person so recommended is suffering or has suffered, a history of the case should invariably be forwarded with it.

Disease
should be
named in
medical
certificates.

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III.

III.—Hospital Discipline—concl'd. IV.—Medical Boards.

Smoking prohibited.

191. Smoking is strictly prohibited in the hospitals and medical officers will always take serious notice if any of the inmates, either subordinates of the hospital establishment or patients break through this rule.

IV.—Medical Boards.

Constitution

192. A Board generally consists of three medical officers, a president and two members. Except when special circumstances require a greater number to be placed on the board, the proceedings are to be signed by the president and each member.

Medical opinion how to be obtained by boards.

193. Medical officers are exempted from serving as members of any boards but see para 31 Section IV. Should a medical opinion be required by a military board, reference is to be made to the medical officer detailed in regimental or Division, Orders to attend to it, who will furnish his report in writing or give evidence in person if thought necessary.

Definite opinion to be given.

194. Medical boards will state their opinion clearly and precisely so that there can be no equivocation as to what their conjoint opinion is. An invaliding board may recommend a man for trial of further treatment, for permanent removal from service, or for a temporary change of air. In the

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IV.

IV.—Medical Boards—*contd.*

case of an officer the medical officer of the regiment will not be a member of the board although he will be in attendance to give the history of the case. See para 200.

195. Each member of a medical board and the president will examine the cases brought before them. The statement of one member is insufficient and when relied upon frustrates the object for which a board is assembled.

Independent
examination
by
members.

196. Boards are classified as follows :—

Classification

- (a) Medical boards on officers and soldiers.
- (b) Sanitary boards, when matters influencing or likely to influence, the health of the troops or community are concerned, and on which medical opinion is required.
- (c) Departmental boards which may consist of boards on medicines and surgical equipment.

197. The Principal Medical Officer will, half-yearly detail an invaliding board as required, in the Division Order to report on such Sub-commissioned officers and men represented by officers commanding corps and departments as being physically or mentally unfit for further service.

Half-yearly
boards

198. In all such cases the board will consist of three members with one in waiting. The officer in

Condition.

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IV.

IV.—Medical Boards—concl'd. V.—Examination of Recruits.

waiting will take the place of a member whose case is before the board. The senior medical officer on the board will sit as president.

199. In the case of medical boards on commissioned officers, the Principal Medical Officer, will be detailed as president.

200. When the principal medical officer is detailed to be the president of the half-yearly medical board, he will cause the junior member to retire.

If a member of the board is the medical attendant of the officer appearing before the board, the principal medical officer will cause that member to retire instead of the junior and that medical officer will be in attendance to lay the case of the officer before the board.

V.—Examination of Recruits.

Instructions. 201. In the following paragraphs are the instructions for the examination of recruits for enlistment, and medical officers and boards are to be most particular in following these instructions.

Points of inspection. 202. The chief points requiring investigation are :—

(a) Is he sufficiently intelligent ?

(b) Is his vision good enough to see clearly with either eye at the required distance ?

V.—Examination of Recruits—*contd.*

- (c) Is his hearing good ?
- (d) Is there any impediment in speech ?
- (e) Are his heart and lungs sound and is his chest sufficiently capacious ?
- (f) Is he ruptured ?
- (g) Is there free and perfect motion of all the joints ?
- (h) Has he any congenital malformation or defects ?
- (i) Are his joints well formed and developed ?
- (j) Has he any signs of an impaired constitution due to previous disease ?

203. Great care will be taken to ascertain the mental capacity of recruits. Mental capacity.

204. Men presenting any of the following conditions will be rejected :— Grounds of rejection.

Scrofula ; phthisis ; primary or secondary syphilis ; bronchial or laryngeal disease ; palpitation or other diseases of the heart ; generally impaired constitution ; defects of vision, voice or hearing ; contraction or deformity of chest or joints ; abnormal curvature of spine ; defective intelligence ; hernia ; hæmorrhoids ; varicose veins or varicocoele ; inveterate cutaneous disease ; chronic ulcers ; fistula ; traces of corporal punishment, or any disease

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V.

V.—Examination of Recruits—*contd.*

or physical defect calculated to unfit them for the duties of a soldier.

Examination
to be con-
ducted with
tact and
judgment.

205. In the medical examination of recruits, medical officers are especially required to use tact and judgment, and to take proper precaution to secure privacy, with the object of removing any objection which may be made by individuals to submit to an exposure of the person.

Except during the examination for the detection of hæmorrhoids, venereal disease, hernia and diseases of the testicles, scrotum and rectum (when the individual must of necessity be wholly undressed), the recruit is to be permitted to wear a covering over his loins.

Rejection of
recruit if
object is not
made to ex-
amination.

206. Should a recruit object to the exposure of his person for the detection of the diseases above mentioned, the medical officer will obtain the aid of the hospital assistant, or of a non-commissioned officer of the same religion or tribe as the recruit to induce him to submit to the required examination. A modified certificate of fitness is under no circumstances to be granted, and recruits who persist in refusing to a complete medical examination should be rejected.

Distance of
recruit from
medical offi-
cer.

207. When not required to approach the recruit for special objects, the medical officer will take his place at a distance of about six feet from him. The

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V.

V.—Examination of Recruits—*contd.*

recruit should be placed so that the light may fall upon him.

203. The recruit having if possible, had a bath or been washed, the following should be the order in which the examination is carried out:—

Directions of
general ex-
amination.

- (a) He is measured under the standard.
- (b) His vision is tried by the test-dots at the required distance.
- (c) His chest-measurement is taken. If he satisfies requirements in these respects, and appears otherwise eligible, the general examination will be proceeded with
- (d) He is directed to walk up and down the room smartly two or three times.
- (e) Hop across the room on the right foot.
- (f) Back again on the left foot.
- (g) Hop across the room on the left foot.
- (h) Back again on the right foot.

The hops (should be short and upon the toes).

- (i) He is halted, standing upright, with his arms extended above his head, while the medical officer walks slowly round him, carefully inspecting the whole surface of his body.

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V.

V.—Examination of Recruits—*cont'd.*

- (j) An estimate is formed of his general physique, of his age, and whether he presents the appearance of having served before.

209. The objects to be observed and noted in this part of the examination are the following:—the general physical development; the formation and development of the limbs; the power of motion in joints, especially in the feet and hips; flatness of the feet; formation of the toes; skin disease; varicose veins; cicatrices or ulcers; marks of tattooing or of medical treatment indicative of such disqualifying diseases as visceral affections, epilepsy or insanity and any special marks from congenital or accidental causes. If any obviously disabling effects are noticed, it is not necessary to proceed with the examination further. If no such defects are found, the examination of the body will be proceeded with.

Examination
of the body

210. The trunk will be examined from below upwards. The recruit stands with his arms extended above his head, the backs of the hands being in contact. The following will be the order of inspection:—

- (a) The medical officer shall note indication of venereal disease.

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VV.—Examination of Recruits—*contd.*

- (b) He shall examine the scrotum to ascertain if the testicles have descended and are normal, or if there be varicocele.
- (c) He shall insert the point of his finger in the external abdominal ring of each side, and desire the recruit to cough two or three times to ascertain if he be ruptured or liable to that condition.
- (d) He shall examine the abdominal walls and parietes of the chest.
- (e) He shall desire the recruit to take in a full breath several times, while he watches the action of chest. Careful stethoscopic examination will be made.
- (f) He shall examine the action of the heart and note its sounds.

This comprehends the inspection for disease of the testes, varicocele, hernia, visceral disease of the abdomen and chest, and capacity of chest.

211. The inspection of the lower extremities and back will be made from below upwards. The recruit first faces the medical officer, afterwards turns his back to him.

Examination
of the lower
extremities.

The following are the directions to be given:—

- (a) Stand on one foot, put the other forward.

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V.

V.—Examination of Recruits—*contd.*

- (b) Bend the ankle-joint and toes of each foot alternately, backwards and forwards.
- (c) Kneel down on one knee.
- (d) Up again.
- (e) Down on the other knee.
- (f) Up again.
- (g) Down on both knees, and up from that position with a simultaneous spring of both legs.
- (h) Turn round. Separate the legs.
- (i) Touch the ground with the hands.

While the recruit performs these movements, the medical officer will observe the action of the knee-joints, the condition of the perinæum and of the spinal column. This includes the inspection for defects of the toe, ankle and knee-joints; for hæmorrhoids, prolapsus ani, fistula in perinæo, and spinal deformity.

Examination
of the upper
extremities.

212. The examination of the upper extremities will be made from below upwards. Time is saved by the medical officer himself acting as well as telling the recruit the movements he desires to be made. The following are the directions to be given:—

- (a) Stretch out your arms with the palms of your hands upwards.

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V.

V.—Examination of Recruits—*contd.*

- (b) Bend the fingers backwards and forwards.
- (c) Bend your thumbs across the palms of your hands.
- (d) Bend the fingers over your thumbs.
- (e) Bend your wrists backwards and forwards.
- (f) Bend the elbows.
- (g) Turn the backs of the hands upwards.
- (h) Swing your arms round at the shoulder.

N. B.—The medical officer will approach the recruit and examine for marks of vaccination.

This comprehends the inspection for loss or defects of the fingers thumbs, wrists, elbow and shoulder-joints; power of relaxing the forearm and vaccination. If not vaccinated, the circumstance will be stated on the returns of recruits brought before the medical officer or board.

213. The examination of the head and neck will be made from above downwards. The medical officer will note the intelligence, character of voice, and power of hearing of the recruit by his replies to the questions put to him. The following are the directions :—

Examination
of the head
and neck.

- (a) Have you had any blows or cuts on the head? Are you subject to fits of giddiness? The medical officer shall then examine the scalp, the ears, the eyes and eyelids, the nostrils and the neck.

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V

V.—Examination of Recruits—*contd.*

- (b) He shall examine the mouth, palate and fauces, and then tell the recruit to say loudly, “who comes there.”

This comprehends the inspection for injuries of the head; deafness; disease of the ear; defect of the voice; polypus of nose; state of the teeth; scrofulous ulceration; glandular enlargement; and defects of the eyes; also the declaration of the recruit that he is not subject to fits.

Chest-meas-
urement.

214. The following are the instructions relative to chest-measurements:—

- (a) The measuring tape will be passed round the chest, so that its posterior upper edge will be immediately below and to touch the shoulder-blades; while in front its anterior lower edge touches the upper part of the nipple the arms meanwhile hanging loosely; the tape should not be drawn so tight as to compress the surface.
- (b) The tape having been thus applied, the recruit will be made to count slowly from 1 to 10, and the minimum measurement shown by the tape while so counting is to be considered the correct chest-measurement.

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V.

V.—Examination of Recruits—*contd.*

215. For standard height and chest-measure-
ment refer section 10. Should a recruit, on pre-
senting himself for enlistment bring no satisfactory
proof of his age, the medical officer who examines
him will, by comparing the height with the general
development and appearance, decide his apparent
age, which will be entered in the attestation docu-
ment, and be accepted in all future official docu-
ments relating to him.

Decision of
apparent
age.

216. In examining a recruit's vision, he will be
placed with his back to the light, and made to
count dots and describe their position at the dis-
tance specified on the test-dot card, first with both
eyes, and then with each separately; the medical
officer will manipulate the card, while the assistant
covers each eye alternately with the flat of his
hand.

Mode of test-
ing vision.

A recruit whose vision has been tested and
pronounced good on a primary examination will not,
through his own declared inability to see the test
dots on secondary examination be rejected, unless
the approving medical officer is satisfied that the
man's vision is really defective and no deception is
being practised by him.

Inability to
see test-
dots on se-
condary ex-
amination.*Miscellaneous Instructions.*

217. The medical officer is responsible for the
measurement of recruits as regard standard of

Measurement
of recruits.

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V.

V.—Examination of Recruits—*contd.*

height and chest, as well as for their apparent age being in accordance with the schedules given in orders from time to time.

Rod and tape
measure.

218. A rod and measuring tape will be supplied regimentally for the purpose of ascertaining the height and chest-measurements of recruits for His Highness the Nizam's Regular Troops.

Particulars
noted in
roll of re-
cruits.

219. The medical officer will enter in the nominal roll of recruits the following particulars in his own handwriting: apparent age, height, chest measurement, complexion, colour of hair and eyes, and any distinctive marks, writing "none" when there are none.

Simulation of
disability.

220. If the medical officer detects a recruit simulating disabilities, he will attach a slip of paper containing a statement of the fact to the return of recruits.

Whether
recruit has
previously
served.

221. If the medical officer is of opinion, judging from the inspection, or from the general appearance of the recruit, that the man had previously served he will note the fact in the column for distinctive marks on return of recruits.

222. The signature of a medical officer to the nominal roll of recruits, will be considered tantamount to a declaration that he personally examined the recruits in question according to the instructions in these sections and that the men have no

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V.

V.—Examination of Recruits—*conclld.*

blemish or defect, except those mentioned in the roll; remarks relative to any defects in recruits will be in the examining officer's own hand writing.

223. Medical boards reporting on recruits will invariably record an opinion on the specific disabilities alleged, as well as on general fitness for service, when the objection is to height or chest-measurement; they will also record their own measurements in inches and parts of an inch.

Decision
when refer-
red to medi-
cal board.

224. The medical officer will state in his own hand writing in the column of the Recruit Register provided for the purpose, the recruit's fitness or unfitness, and will enter any remarks relating to vaccination, and the cause of rejection, as well as any distinctive marks of a permanent character, by which the recruit can be identified; he will then append his signature to the entries. When there are no distinctive marks, it must be so stated.

Remarks to
be made in
the recruit
register.

225. In the examination of a deserter, medical officers will bear in mind that the deserter is already in the service, and consequently should not be pronounced unfit for military duty unless he suffers under a serious disability, such as would render it necessary to discharge a soldier from the army.

Case of a
deserter.

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VI.

VI.—Infectious and Contagious diseases.

Breaking out
of disease.

226. Medical officers will at once communicate to the Officer Commanding the regiment and the Principal Medical Officer sending the latter a brief sketch, of any epidemic or contagious disease breaking out in the lines, their neighbourhood or in the hospital.

Isolation of
cases.

227. On the appearance of any epidemic or contagious disease whether in the lines or elsewhere the medical officer will at once apply for tents which may be procured from the Divisional Quarter Master by application through the Principal Medical Officer. All cases of infectious or contagious nature will be removed to tents and treated there.

Disinfection
of tents.

228. When the tents are no longer required they will be thoroughly fumigated and disinfected under the personal supervision of the medical officer and left exposed to the air for at least 10 days before being returned to the Divisional Quarter Master's stores; but if chuppers have been put up in lieu of tents they will be burnt in the presence of the medical officer.

Infectious
cases not
to be ad-
mitted into
hospitals.

229. Medical officers are on no account to admit cases of an infectious or contagious nature into regimental hospitals.

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Sec. **XIII.****VI.****VI.—Infectious and Contagious diseases—contd.***(Cholera.)*

230. Medical officers will exercise utmost care with regard to the sanitation of the regimental lines on the first intimation of occurrence of cases of cholera in the lines or in the neighbourhood. They will inspect the place personally, submit a report to the Principal Medical Officer and make such suggestions as they may consider necessary.

Duties on appearance of cholera.

231. Medical officers will at least once daily inspect either before or after hospital hour the regimental lines, and submit for the ensuing fortnight to the principal medical officer a cholera report whether any cases occur or not, in the latter case a simple memo to the following effect is all that is necessary “no cases of cholera during the 24 hours ending 7 A. M.....instant amongst either soldiers, followers or their families.”

Reports during prevalence of cholera.

232. Medical officers will daily visit cases occurring either amongst the soldiers or their families and camp followers or their families and submit report to the Principal Medical Officer until the cases terminate fatally or otherwise.

233. Medical officers will adopt the following rules in all cases of cholera.

Rules to be followed

- (a). He will advise the adjutant of the regiment to issue orders impressing on all sub-commissioned officers the necessity

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Hospitals and Medical Department.

VI.

VI.—Infectious and Contagious diseases—*contu.*

and importance of sending to hospital at once, all cases of diarrhoea in any form that occur in their company or troop, and the soldiers themselves should be made to understand that these measures are for their benefit.

- (b) He will isolate all cases of doubtful nature and order their excreta to be collected and that of cases not fully developed and carefully inspect it, and as soon as the disease manifests itself remove the case to the cholera tent or shed.
- (c) All excreta (vomited matters and alvine discharges) are to be collected into an utensil containing some powerful disinfectant such as phenyle, commercial carbolic acid or chloride of lime and then carried under the superintendence of the hospital havildar remote from all habitation and water courses and buried.
- (d) After the removal of the cases to the tent or shed the medical officer will personally superintend the fumigation of the hut or house in which the patient was attacked and will give specific instructions concerning the disinfection.

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VI

VI.—Infectious and Contagious diseases—*concl'd.*

234. Medical officers will daily report all cases Daily reports.
as per form registered in the Principal Medical
Officer's office.

235. During the prevalence of the epidemic me- Inspection of
supplies of
food and
water, &c.
dical officers in addition to daily inspecting the
regimental lines will likewise inspect the regi-
mental bazaar paying special attention to the fresh
goods, (meats, vegetables, &c) exposed for sale,
the source of water supply and the regimental pub-
lic latrine.

236. The Medical officer during his daily tour of
inspection will if necessary be accompanied by the
regimental quarter-master, but the dresser will
always accompany to receive orders for commun-
ication to the hospital havildar and if necessary to
the adjutant.

237. On the termination of the epidemic they Reports on
termination
of cholera.
will furnish to the Principal Medical Officer a me-
morandum on the cases as under :—

Date of 1st case.

„ last „

Total number of cases during the outbreak.

Among soldiers and their families camp
followers and their families.

238. Medical officers will keep a complete and Register of
cholera
cases
careful record in the cholera register of all cases
of cholera reported and treated.

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Hospitals and Medical Department.

VI.

VI.—Infectious and Contagious diseases—*contd.*

(Small-pox.)

Measures to
be adopted.

239. When an outbreak of small-pox is reported in the regimental lines the medical officer will at once report to the Principal Medical Officer and adopt the following measures:—

- (a) Whether a case appears among the soldiers, camp followers or their families, it should be isolated at once, and kept in tent or chuppers which may be obtained through Principal Medical Officer, and all communication direct or indirect between the patient and others as far as possible prevented.
- (b) Whether a tent or chupper is employed it should be pitched at some secluded spot. If the former it should be thoroughly fumigated and exposed to the air for at least 10 days before being returned to the stores.
- (c) Beds, bedding, &c., used by small-pox cases should be thoroughly disinfected with strong phenyle solution or carbolic acid and the soiled clothes worn by the patient destroyed by fire.

Vaccination
and revac-
cination.

240. When small-pox is prevalent, medical officers will exercise more than ordinary care and attention in regard to vaccination and for that pur-

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VI.

VI.—Infectious and Contagious diseases—*contd.*

pose they will make a careful inspection of every soldier, and camp follower and as far permissable the children and women for marks of vaccination or small-pox and at once resort to the operation of vaccination or re-vaccination as cases may require.

241. Medical officers will keep a complete and careful record of all cases reported, as in the case of cholera cases, and keep a small-pox register.

Register of cases.

242. On the termination of the outbreak medical officers will furnish to the Principal Medical Officer a memorandum similar to that of cholera cases. Except that in these cases it should be stated whether those attacked had or had not been previously protected.

Reports on the termination of the disease.

243. Medical officers will at once report cases of small-pox to the Principal Medical Officer stating the name and age of each individual (of combatants and non-combatants or their families); the dates of vaccination or re-vaccination, if possible, with their respective results, and whether the person bears satisfactory marks of vaccination or not and the number of cicatrices visible. A special report regarding such cases will accompany the weekly return. Should no marks exist, this fact as well as the date on which the individual joined the corps will be mentioned in the report.

Instructions regarding small pox reports.

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VI.

VI.—Infectious and Contagious diseases—*contd.**Vaccination.*

Reference to be made in the annual report to marks of small pox or vaccination. 244. The Medical officer in charge of a regiment will state in his annual report, whether every man, woman, and child under his care, bears marks of small pox or vaccination.

Register of cases. 245. He will keep up a vaccination register for all soldiers, camp followers and their families who may have been vaccinated or re-vaccinated.

Inspection. 246. He will, once a year, in the month of March, make an inspection for vaccination marks of every man, woman (where possible) and child, under his medical charge, and will furnish a certificate on the 1st April to the Principal Medical Officer, showing the results of the inspection and what steps had been taken for re-vaccinating those not showing marks of small-pox or efficient vaccination.

Re-vaccination. 247. In all cases where there are no small-pox marks, and where a history that re-vaccination has not been carried out is shown, re-vaccination will be effected at once.

248. When a man has been successfully vaccinated or re-vaccinated, on or after his entry into the service, it will not be necessary to repeat the operation at any subsequent time during his period of service in the Regular Troops.

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Sec. XIII.

VI.

VI.—Infectious and Contagious diseases—*contd.*

249. Every doubtful case amongst soldiers, their wives and children, will undergo re-vaccination at the earliest opportunity.

250. Every recruit will be vaccinated on joining his corps, unless the operation is certified to have been already successfully performed subsequent to enlistment. Vaccination need not be performed where soldiers or followers bear distinct marks of previous small-pox.

Vaccination
of recruits.

251. To prevent the injurious effects that may be produced by musketry or other rifle practice immediately after vaccination, medical officers of regiments are to recommend to the officer Commanding that light duties be assigned to men so circumstanced for a few days immediately following the operation.

Men vaccinated to have
light duties.

252. Children will be re-vaccinated in all cases where 10 years have elapsed since previous vaccination; and re-vaccination of soldiers, followers, their wives and children, will be carried out at the regimental hospital.

Re-vaccination at
regimental
hospitals.

253. Medical officers of regiments are responsible that all persons living within the limits of the regimental lines and bazaars, are properly protected against small-pox by vaccination and re-vaccination.

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VI.

VI.—Infectious and Contagious diseases—*contd.*

Which process preferable.

254. Arm to arm will be had recourse to whenever practicable, in preference to that by lymph from tubes or points, it being understood, however, that in vaccination from arm to arm, or in re-vaccination, the lymph is not to be taken from adults, nor from a re-vaccination.

Course to be adopted in cases of failure.

255. When re-vaccination has failed the operation will be repeated with lymph from another source when practicable, and in the event of the operation still proving unsuccessful, the names of the individuals will be recorded with a view to their being re-vaccinated at some subsequent date.

Lymph, how procured.

256. Medical officers requiring vaccine lymph will apply for it through the Principal Medical Officer. When once supplied, medical officers will be expected to keep up the supply so long as any persons under their charge, remain unprotected.

Number of punctures.

257. In re-vaccination, medical officers or subordinates will make the necessary punctures in not less than two places, and where the evidence of original vaccination is indistinct or absent then four punctures will be made.

VII.—Stores Furniture and Lighting.

Stores.

A medical officer in charge of stores.

258. The medical stores for the supply of medicines, surgical instruments and appliances to the Regular Force are in the personal charge of the medical officer detailed for that duty.

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VII

VII.—Stores Furniture and Lighting—*contd.*

259. The officer in charge of the stores will keep up a return book showing all the medicines instruments, &c., received from England or elsewhere for the use of the Regular Force as shown under several budgeted heads as well as, the quantity of country medicines, &c., provided by the stores during each year of supply. He will annually show the expenditure of Europe medicines during the year and the quantity if any remaining in store.

Separate
accounts to
be kept for
regular
force.

260. He will place before the Principal Medical Officer all original invoices, &c., for comparison and countersignature before they are submitted to government for payment.

261. He will furnish him with an approximate detailed statement as to the amount to be provided for in the Budget for medicines, surgical instruments and hospital appliances, &c., for the ensuing year, and forward this in time for the preparation of the annual budget in the Division office, three months before the end of the Fasli year.

262. He will comply with all annual indents from the medical officers of the Regular Troops as far as the stores will admit, being guided in the supply of each article to the different corps and departments by their respective numerical strength, average of sick, and the extent sanctioned

Annual sup-
ply of
medicines.

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VII.

VII.—Stores Furniture and Lighting—*contd.*

for a regiment. He will see that all indents are countersigned and approved of by the Principal Medical Officer

Extra and
emergent
supplies.

263. He will supply all extra and emergent indents from corps or departments when countersigned by the Principal Medical Officer.

Medical
board on
damaged
articles
and useless
medicines,
etc.

264 A board of medical officers will assemble annually by order of the Principal Medical Officer to report on broken instruments and hospital appliances or useless medicines, and also when necessary on the loss of stores &c., through theft or damage. In all such cases the board will take into consideration the explanation of the medical officers concerned, and if they deem it necessary will recommend that the person found to have broken or damaged any item or items, will have the cost deducted from his salary, or the item or items be otherwise made good.

Indents to
be in tripli-
cate.

All indents will be submitted in triplicate, by medical officers, one to be retained in the hospital and one in the Principal Medical Officer's office, the third forwarded to the supplying department by the Principal Medical Officer after passing it.

Persons to
whom me-
dicines
should be
supplied.

265. The medicines, &c, supplied to regimental hospitals are intended for the use of the officers and combatants of the regiment and their families, including also followers and their families, and are not to be expended for any other purpose.

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Sec. XIII.

VII.

VII.—Stores Furniture and Lighting—*contd.*

266. Detachments moving from station to station or on detached duties, will be supplied with medicines and medical stores for the march, from the regimental dispensary at the discretion of the medical officers and according to the nature of the service. The supply (accompanied with a list of the medicines, &c.) will be carefully packed in portable boxes or in baskets covered with wax-cloth. A conjoint receipt and delivery voucher for the supplies will be made out in triplicate—one to be kept by the medical officer, one to be sent to the Principal Medical Officer and one given to the medical officer or subordinate in charge of the detachment.

Medicines,
&c. for de-
tachments -
how sup-
plied.

267. In the event of the detachment returning to the station from which it had been detached, the remaining supply shall be returned in the regimental dispensary officially and accounted for in the next annual indent.

Unexpended
portion of
supply

268. Annual supply of medicines will be furnished for detachments permanently isolated from full regiment, but when the detachment is doing duty at a station where there is present another medical officer in charge of troops, he will supply from his own hospital the medicines for the sick of the detachment, and account for the extra expenditure in the next annual indent.

Annual sup-
plies for
detach-
ments.

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Hospitals and Medical Department.

VII.

VII.—Stores Furniture and Lighting—*contd.*

269. The carriage of all hospital stores, including medicines and instruments will be provided at the expense of government, to be charged in the regimental contingent bill

270. The regimental medical officer or dresser will personally receive from the stores, the supply of medicines, &c., and will in taking charge compare the medicines, &c., received with the indent.

271. Medical officers in charge of corps or detachments will prepare annual indents for Europe medicines and medical stores on the prescribed forms, entering only such quantities as may be necessary, and on no account in excess of the actual needs of the corps.

272. Medical officers are to indent only for the specific articles they are in the habit of using, and are to confine their requisition to the articles mentioned and included in the form, except when they are of opinion that some articles not there in specified might be of essential benefit to the sick.

273. Medical officers in forwarding an indent for any particular medicines required, will explain the circumstances which in their judgment render them necessary.

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VII.

VII.—Stores Furniture and Lighting—*contd.*

274. Medical officers will, as much as possible, avoid submitting extra indents. If due attention is paid to the preparation of the annual indent, such extra demands should rarely be necessary. Should any unforeseen emergency arise, the extra indent will be forwarded by the medical officer with a full explanation of the cause of such a demand. The “required” column of all indents will be filled in by medical officers and not delegated to subordinates. The “remaining in store” column will be verified by the medical officer personally taking stock at the time of preparation of indent.

275. When a medical officer relinquishes a charge he shall deliver an inventory in quadruplicate of the surgical instruments, medical stores and hospital books, &c., in fact every thing belonging to the hospital and therefore in his custody to his successor, who shall give a receipt for the same, after satisfying himself that the list is correct. The officer relieved will retain the original, the duplicate will be kept by the receiving officer, the triplicate will be transmitted to the Principal Medical Officer, and the fourth voucher through the Principal Medical Officer to the stores

Giving over
charge of
medicines
and surgi-
cal appli-
ances, etc.

276. Medical officers will be held personally responsible for the proper custody of all medical stores, hospital appliances, beddings and furniture &c., in the hospital.

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Hospitals and Medical Department.

VII

VII.—Stores Furniture and Lighting—*contd.**Furniture.*

List.

277. The following articles of furniture will be kept up in regimental hospital.

- 2 Large almirahs.
- 2 Small „ glass door.
- 3 Chairs.
- 3 Lamps.
- 1 Compounding table.
- 1 Writing table with drawers
- 1 Small teapoy.
- 1 Wash hand stand with enamel crockery.
- 10 Cots with bedding, pillows, bed-sheets, blankets, &c.
- 10 Bed-side boxes.
- 2 Deal wood boxes—4 feet \times 2½ feet.
- 1 Dhooly.
- 1 Stretcher.

Fixtures in
hospitals.

278. Of the above furniture the following are to be considered as fixtures and are not to be removed on any occasion even when a corps marches :—

The almirahs, 2 chairs, 2 lamps. the compounding and the writing table, 8 cots the wash hand table, bed-side boxes, D. W. boxes and the stretcher.

Hospitals and Medical Department.

VII.—Stores Furniture and Lighting—*concl'd.*Sec. XIII.VII.

279. A regiment on the march will be allowed the use of the following articles :—

1 Lamp (hand lantern), 1 chair (folding),

1 Enamelled basin and travelling medicine chest which may be obtained on indent from the Principal Medical Officer.

Lighting.

280. Each regimental hospital will be supplied with kerosine oil and wicks from the quarter-master's stores on indent as follows :—

3 Chataks per night for the front verandah.

3 „ per night for each ward in the hospital,

3 „ per night for the dispensary.

Lamps will be lighted at dusk and lights in the wards, &c, lowered at 9 P. M.



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